



GatewayJFK

2018

Annual Meeting

Thur. June 14th 2018 from 6:00pm to 9:00pm

**Jamaica Chamber of Commerce Building
157-11 Rockaway Blvd. Jamaica NY 11434
Parking Lot Entrance on 166th St.**

www.GatewayJFK.org

info@GatewayJFK.org

Welcome to GatewayJFK!

New York's newest arrival.



GatewayJFK (formerly known as the JFK IBID) is where logistics and cargo, hotel, food service, retail, other industries, and a lively community, call home. We are a Business Improvement District in Southeast Queens that is home to over 600 businesses and 150 single family households.

GatewayJFK is a complex assembly of private properties containing customs brokers, freight forwarders, messenger and logistical services, trucking and maintenance companies and many others that employ almost 8,000 workers and occupy approximately 4.1 million square feet in a broad range of industrial and commercial buildings on and near Rockaway Boulevard.

GatewayJFK is the voice of the off airport community. We provide effective advocacy in coordination with government agencies.

GatewayJFK is a resource for the off airport community. We coordinate with government agencies and provide District-wide supplemental services to make sure that our community stays safe, clean and on the map.

GatewayJFK is a proactive public-private partnership.

Our mission is to create a space in New York where the air cargo businesses can expand, thrive and be a good neighbor.

We are a dynamic and vibrant community, that's why we like to say GatewayJFK is off airport and on the move.

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Why GatewayJFK?

You may have noticed that we’ve rebranded. We chose the name GatewayJFK in the September of 2017 because we felt that the entire neighborhood needed a strong identity. We understand that the area is a vital piece of the local economy, but that the people who work and live in the area don’t really have a name that to associate with it. Our original name “The Greater JFK Industrial Business Improvement District”: was long, technical, and didn’t embody a sense of place. The name GatewayJFK has the ability to be a neighborhood, a business district and a brand. Our long-term plans revolve around Placemaking and as we become more and more successful GatewayJFK will become the place that the airport community, the business community, the political community, and the residents of Southeast Queens all know as our dynamic off-airport commercial corridor.



Gateway JFK Annual Meeting

**Thursday, June 14, 2018 at 6:00 pm
Jamaica Chamber of Commerce
157-11 Rockaway Blvd. Jamaica NY 11434**

Agenda

- 6:00 PM Registration/Dinner

- 6:30 PM Welcoming Remarks & Introduction of Executive Committee
Frank Liggio, Board President

- 6:40 PM Introduction of Special Guests and Elected Officials
Kim Lawton, Vice Chair

- 7:00 PM Voting
Scott Grimm-Lyon, Executive Director

- 7:15 PM Highlights of Fiscal Year 2018, Budget & and Plans for FY19
Scott Grimm-Lyon, Executive Director

- 7:25 PM Question and Answer

- 7:45 PM Adjournment of Meeting

- 9:30 PM Party Ends

Interim Board of Directors

Thank you to our Interim Board of Directors who served during Fiscal Year 2018.

Class A1 - Commercial Property Owners

Deborah Cox	M. Parisi Construction
Julie Jamgochian	Sel's Swift Service, Inc. / MJA Equities LLC
Joseph Lagano	Avison Young-Rep. for Terreno Airgate
Robert Lease	Avison Young-Rep. for Realty Associates
Peter Levine	Mileson Corp
Frank Liggio	Cushman Wakefield RREEF
Brian Pinnola	NAI Long Island
Michael Sullivan	Edward J. Minskoff Equities

Class A2 - Residential Property Owners

Sadiqa Codrington
Carolyn Ellis
Stokely Gordon
Veronica Hicks
Kim Lawton
Louise Torbert
Judith White-Foster

Class B - Commercial Tenants

Reid Berch	Avison Young-Tenant Rep. for Airgate
R.S. Hall	RS ConsultworX
Miki Miles-Sidman	Borenstein Caterers Inc.
Sadiah Mohammed	Ocean Air Logistics
Thomas Phelan	JFK Long Term Parking/Airpark JFK

Class C - Residential Tenants

Karen Mauney

Class D - Public Officials/Ex-Officio

Shurn Anderson	Queens Borough President Office
Devaney Brown	Councilmember District 31 - Donovan Richards
William Giron	NYC Comptroller Scott Stringer
LeMel Lindsey	NYC Small Business Services (Mayor's Office)

Class E - Community Board & Others (Non-voting)

Tanagra Bledman	NYS Senator James Sanders Jr
Anthony D'Agostino	GAD Realty Corp
Joyce Denny	United Neighbors Civic Association
Yvette Dudley	United Neighbors Civic Association
Stacey Gilbert	PANYNJ -Community Relations
David Hopkins	NYC EDC - Aviation
Dean Mancuso	PANYNJ -Properties & Commercial Dev
Mark Mc Millan	Queens Community Board 13 -District Manager
William McDonald	United Neighbors Civic Association
Yvonne Reddick	Queens Community Board 12 - District Manager
Jihan Rose	Councilmember District 28 - Ruben Wills

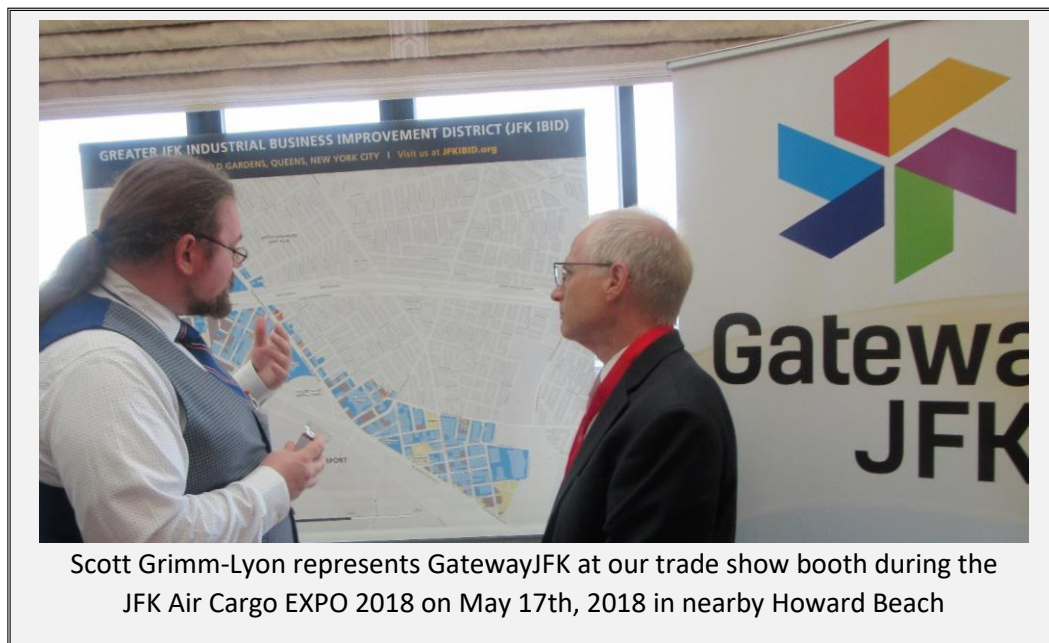
Special thanks to Barbara J. Cohen, BID Consultant, who assisted us in the formation of GatewayJFK.

Highlights of Fiscal Year 2018:

Fiscal Year 2018 was the first year of operations for GatewayJFK. It is the culmination of a process that started in 2013. With guidance and oversight of the NYC Dept. of Small Business Services and with support from NYC Economic Development Corporation the area participated in 3 years of Stakeholder engagement that led to the creation of the BID by order of the New York City Council in 2016. Getting the organization created was an accomplishment in and of itself, as we are a unique BID that engages all members of our community and is inclusive of a diverse group of stakeholders who are all committed to improving the area.

Over the last year GatewayJFK went through a successful rebranding effort, it completed all of the paperwork to Corporate Entity, created a set of By-Laws and became a 501 (c) (3) tax exempt organization. In the Fall of 2017 GatewayJFK undertook a search process to find an Executive Director. In January 2018 GatewayJFK hired Scott Grimm-Lyon, AICP to serve as its first Executive Director.

Since Scott has been hired GatewayJFK has worked to become a resource for the people who live, work, and operate a business in the community. We've coordinated with government agencies and are working to provide District-wide supplemental services to make sure that our community stays safe, clean and on the map.



In March, GatewayJFK received two grants with assistance from the NYC Dept. of Small Business Services. A grant for organizational development from the Support Center for Nonprofit Management, has provided 35 hours of free consultation work from professionals who specialize in the finance and governance of nonprofits. A grant from the Lawyers Alliance has provided for free legal services related to the development of the By-Laws for the organization and will allow GatewayJFK to receive additional pro-bono legal counsel in the future.

This Year GatewayJFK developed a Quality of Life tool to help our members report issues like flooding, downed telephone poles, abandoned vehicles, and illegal dumping. The tool is a webform that helps GatewayJFK track the problems in our community and improve response times from government agencies. We help our members by navigating government relationships and spending our staff time to solve problems that they may not have time to deal with. You can find the form at gatewayjfk.org

Plans for Fiscal Year 2019:

Recently GatewayJFK announced that it is seeking proposals for a sanitation and maintenance contract and additional proposals to develop a transportation plan for the district.

A maintenance firm will be contracted to provide private maintenance services and monthly written activity reports in the area. Services will be rendered monthly to remove litter and debris along streets and in other accessible areas as requested by GatewayJFK.

A transportation planning firm will be contracted to develop a comprehensive transportation plan aimed at improving mobility, mitigating traffic congestion, improving safety for pedestrians and vehicular traffic, seeking solutions to truck circulation and overnight parking, enhancement of employee and residential parking, as well as way-finding signage, lighting and other elements to support solutions to the area's current and future transportation and related issues.

Short term goals for the district include implementing a strategy for branding and providing supplemental sanitation for the area. The first steps will be putting up some signs to define the district and hiring a cleaning crew to tackle the problem of illegal dumping in the area. These two goals work hand in hand, so we can show our members that GatewayJFK is a place that's on the map, and that it is also a place that is cared for.

About our Executive Director

In January 2018 Scott Grimm-Lyon AICP, was hired as the new Executive Director of GatewayJFK. Scott has a background in BID management, urban planning and community organizing.

Scott has worked with the Flatbush Ave BID, the Church Ave BID, The Center for Collaborative Change, Sustainable Long Island and as a private consultant. Scott has an MS in City and Regional Planning from Pratt Institute, is a graduate of Coro's Neighborhood Leadership program and serves on the executive committee of the American Planning Association's New York Metro Chapter.

BID members are encouraged to meet with the new Executive Director, Scott can be reached at Scott@GatewayJFK.org.



Annual Projected Budget - Approved by the Board of Directors 5/15/18			
	FY18 Budget (July 2017 - June 2018)	FY18 Expected Spending (July 2017 - June 2018)	FY19 Budget (July 2018 - June 2019)
Sources of Funds			
Remaining Balance from FY2018			\$ 345,000.00
Annual Property BID Assessments (Max-Fixed)	\$500,000	\$500,000	\$500,000
Banner Program Income (pilot)			\$75,000
Grants, Sponsorships & Other Income			
Total Sources of Funds	\$500,000	\$500,000	\$920,000
Uses of Funds			
District-wide Services & Improvements			
General District Marketing	\$40,000	\$750	\$10,000
Signage	\$0		\$25,000
Banner Program	\$0		\$20,000
Workforce Development	\$25,000		\$0
Public Safety & Security	\$35,000		\$20,000
Technical Services/Planning Studies /Mapping	\$75,000		\$65,000
Shuttle Service	\$0		\$50,000
Capital Improvement Projects	\$15,000		\$10,000
Landscaping			\$15,000
District Member Outreach Annual Meeting	\$0	\$4,000	\$25,000
Comm. Outreach Comm. Advisory Council	\$0		\$5,000
Sanitation Services - Where Needed	\$30,000		\$40,000
Subtotal - District-wide Services & Improvements	\$220,000		\$285,000
Advocacy, General & Administration (G&A)			
Salaries (Exec. Dir.)	\$70,000	\$40,000	\$70,000
Salaries (Admin Asst.)	\$0		\$30,000
Payroll Benefits*	\$23,100	\$13,200	\$33,000
Project Manager/Independent Contractor-Special Projects	\$60,000	\$2,000	\$5,000
Intern/Project Assistance	\$0	\$300	\$5,000
Office Expenses: Insurance	\$3,500	\$2,750	\$3,500
Office Expenses: Rent	\$12,300	\$9,000	\$9,600
Office Expenses: Supplies & Equip	\$12,000	\$7,000	\$4,000
Office Expenses: Communications	\$1,200	\$500	\$1,200
Professional Fees (Acctg)	\$1,500		\$2,000
Dues & Subscriptions (Data Mapping)	\$0		\$2,000
Dues & Subscriptions (Software/IT/Website/Social Media)	\$0	\$500	\$5,000
Reimbursemnts for BID Planning Phase II and III		\$75,000	\$0
Subtotal - G&A	\$183,600	\$155,000	\$170,300
Total Uses of Funds	\$403,600		\$455,300
Expected Bank Balance July 2018			\$345,000
Expected Income FY18			\$575,000
Expected Spending FY19			\$455,300
Expected Bank Balance June 2019			\$464,700



FY19 Budget Line Item Descriptions

Revenue:

Annual Property BID Assessments (Max-Fixed) \$500,000 \$500,000

This is the revenue to be collected by the City of NY through Property Taxes and distributed the BID.

Banner Program Income (pilot) \$75,000

This is revenue expected to be collected by charging a \$1,000 annual advertising fee per banner. 75 banners are expected to be put up in the District.

District-wide Services & Improvements:

General District Marketing \$10,000

This is money reserved for potential advertising of BID events or displaying BID branding in Newspapers, on Billboards or in other spaces. This money may also be used to reserve booth space or sponsor conferences or events hosted by other organizations.

Signage \$25,000

This money is to be spent on the creation and instillation of permanent signage at the intersection of Rockaway Blvd., Farmers Blvd. and Nassau Expy., or in other parts of the BID as recommended by the Beautification Committee.

Banner Program \$20,000

This is money to be spent on creation and installation of banners in the BID. With Sales the banner program is expected to create \$55,00 in revenue when this cost is subtracted.

Workforce Development \$0

This is money originally intended to be spent on developing jobs listings on our website and developing a training program for Air Cargo workers. The expense was cut as the plans to implement this program have been postponed.

Public Safety & Security \$20,000

This is money to be used to hire supplemental security services or on the instillation of security cameras in the BID.

Technical Services/Planning Studies /Mapping \$65,000

This is money intended to be spent on hiring a Transportation Consultant or Planning Firm to perform a comprehensive transportation study of the District.

Shuttle Service \$135,000

This is money intended to be spent on hiring a service that will provide a Van (Branded with the GatewayJFK logo), a Driver, Gas and Insurance, five days a week to transport workers and residents from Federal Circle to 4 drop off sites in the BID. This cost may be partially offset by the potential collection of revenues from the shuttle service.

Capital Improvement Projects \$10,000

This is money intended to be spent on the purchase and installation of permanent assets for beautification in the BID. Items such as planters, garbage cans, benches etc...

Landscaping \$15,000

This money is to be spent on the creation and instillation of landscaping at the intersection of Rockaway Blvd., Farmers Blvd. and Nassau Expy., or in other parts of the BID as recommended by the Beautification Committee.

District Member Outreach | Annual Meeting \$25,000

This is money intended to create and distribute information about the BID directly to our membership through direct mail and other outreach methods, the cost may potentially cover the cost of hiring an outside firm to perform the annual BID Census as required in our By-Laws. The cost of the Annual Meeting is also included in this line item.



Comm. Outreach | Comm. Advisory Council \$5,000

This money is intended to foster goodwill in the surrounding residential community by supporting local events, and/or creating opportunities for local civic associations to meet with the business community.

Sanitation Services - Where Needed \$40,000

This money is intended to be spent on hiring a Maintenance firm to perform monthly cleanups as needed throughout the District.

Advocacy, General & Administration (G&A):

Salaries (Exec. Dir.) \$70,000

The annual salary of the Executive Director.

Salaries (Admin Asst.) \$30,000

A partial salary allotment that will allow the BID to potentially hire an Administrative Assistant at some period during the Fiscal Year.

Payroll Benefits \$33,000

An estimation of 33% of the combined Salaries line items. This includes employee reimbursements for health insurance and other insurances or benefits as determined by the Finance committee plus the required workers compensation insurance; unemployment insurance; and the employer's portion of the Social Security and Medicare taxes.

Project Manager/Independent Contractor-Special Projects \$5,000

This is money intended to allow the BID flexibility and hire an outside Consultant to assist on special projects including the Transportation Study. Part of this money has already been contractually assigned to Barbara J Cohen Consultants.

Intern/Project Assistance \$5,000

This is money intended to be spent on hiring temporary assistance for special projects. This may include door to door outreach campaigns, working registration tables at BID events and meetings, writing, copy editing, taking minutes, photography, and a summer internship program.

Office Expenses: Insurance \$3,500

This is the cost of additional insurance requirements, including Directors & Officers Insurance, Automotive, and other Liability insurances.

Office Expenses: Rent \$9,600

Rent is calculated to be lower this Fiscal Year as the Executive Committee recommended a move to lower priced market rate accommodations.

Office Expenses: Supplies & Equip \$4,000

Office supplies and equipment.

Office Expenses: Communications \$1,200

Phone and Internet Fees.

Professional Fees (Acctg) \$2,000

Cost of hiring an accounting firm for the Annual Audit that is required by the City of New York.

Dues & Subscriptions (Data | Mapping) \$2,000

To be applied to data programs like Property Shark, Citisense, ESRI ARC GIS Mapping and/or other similar products intended to help the BID have a complete understanding of the on the ground conditions in the District.

Dues & Subscriptions (Software/IT/Website/Social Media) \$5,000

To be applied to Customer Relations Management (CRM) Software, Adobe Creative Cloud, Dropbox, MS Office 365 and/or other similar products intended for office management.