

Meeting Minutes
Griffiss Local Development Corporation
584 Phoenix Drive Rome, NY - WebEx
June 15, 2023 - 4:00 PM

Members Present: Elis DeLia (via Webex), Jim Cusack, Frank Vetrone, Kevin Martin, Chad Lawrence (via Webex), Mike Manuele (via Webex), Franca Armstrong (via Webex), Erin Weiman (via Webex)

Others Present: Steve DiMeo (via Webex), Hannah Phillips, Laura Cohen, Shawna Papale, Jef Saunders, Maureen Carney, Mark Kaucher

Chair DeLia called the meeting to order at 4:00 PM.

On a motion by Mr. Cusack, seconded by Mr. Martin, the directors unanimously approved the minutes from the May 24 meeting.

FINANCIALS

Ms. Carney reported that cash and cash equivalents total \$1.7 million. \$500,000 of that is sitting dormant in an account and not accruing interest. Within the next month Ms. Carney will review the accounts and transfer some of that cash into an interest-earning account.

Ms. Carney reviewed GLDC's fixed assets: \$267,000 in construction in progress, related to the gas conversion project. \$135,000 National Grid bill for the gas main extension. No new debt was accrued over the last 12 months.

Revenues are within 2% of budgeted. Expenses are over by 6%, due to timing. Steam was turned off in May permanently. The utility bills will decrease once the buildings are on gas.

Ms. Carney reviewed the 990 form and the CHAR 500 for the board. There were no questions regarding either form.

On a motion by Mr. Vetrone, seconded by Mr. Cusack, the directors unanimously approved and accepted the review of the 990.

SALE AND LEASE OF PROPERTY

Mr. VanShufflin reviewed three leases that are coming before the board for approval. There is a tentative agreement with the lessees on all three, with the agreements having been drafted by Camille Kahler.

ICAN is looking to open a Rome office with the east portion of B770. 20 to 25 of their existing employees will come out of the Utica office. They service families in the Rome/Taberg communities. They want a right of first refusal on the rest of the space in the building. ICAN currently has two contracts they are negotiating for; if they receive those contracts, they will add an additional 10-15 people and need the entire building. The lease will be a three year term with a series of one year extensions.

On a motion by Mr. Martin, seconded by Mr. Manuele, the directors unanimously approved the proposed ICAN lease.

Huntington Ingalls Industries is next door in B776. They want to keep the whole building for a five year term with two five year extensions. They asked for rent concessions and GLDC kept the rent flat. There is a 2% escalator built in on the renewal term in year six.

On a motion by Mr. Cusack, seconded by Ms. Armstrong, the directors unanimously approved the proposed Huntington Ingalls Industries lease.

Arcfield is reducing their square footage from 20,000 to 12,000. They have asked to demise the space which will require some significant work. The cost to Arcfield will be \$18.75/sf. They are currently at \$14.35/sf for the whole building. Arcfield requested a five year agreement with a few three year extensions. We have estimates around \$300,000 based on conceptual designs but no hard numbers yet.

On a motion by Mr. Martin, seconded by Mr. Vetrone, the directors unanimously approved the proposed Arcfield lease.

GI BOARD APPOINTMENTS

There is currently a vacancy on the Griffiss Institute board. The proposed candidate is Timothy Butcher. He is a former employee of BNY Mellon. EDGE Executive committee has already approved the recommendation.

On a motion by Mr. Martin, seconded by Mr. Cusack, the board unanimously approved the director appointment.

GLDC MASTER PILOT LEASE EXTENSION

When the Air Force conveyed Griffiss, it was conveyed to the IDA, who then leases the properties to GLDC. Accompanying the lease agreement is the PILOT agreement that states GLDC will not pay taxes on the property. The IDA approved an additional ten year tax exemption; this document is a resolution authorizing the execution of the lease agreement and all the related documents.

On a motion by Mr. Manuele, seconded by Ms. Armstrong, the directors unanimously approved the documents as presented.

The meeting was adjourned by consensus at 4:28 PM.

Respectfully submitted,
Laura Cohen