

**Griffiss Local Development Corporation
Board of Directors Meeting Minutes
584 Phoenix Drive - Rome, NY
March 28, 2019 - 4:00 p.m.**

Members Present: Dave Russell, Elis Delia, Erin Weiman, Chad Lawrence, Frank Vetrone
Via teleconference: Franca Armstrong, Deb Grogan, Mike Manuele, Kevin Martin, Jim Cusack

Others Present: Steve DiMeo (via phone), Shawna Papale, Maureen Carney, Garrett Zyskowski, Jen Waters, Jef Saunders, Frank Sanzone, Peter Zawko, Courtney Pearsall

Mr. Delia called the meeting to order at 4:05 p.m.

Upon a motion by Mr. Vetrone, and seconded by Ms. Weiman, the board unanimously approved the minutes from the January 17th board meeting.

Upon a motion by Ms. Grogan, and seconded by Mr. Vetrone, the GLDC Executive Committee unanimously approved the minutes from the February 6th board meeting.

Financials

Ms. Carney presented the interim monthly financial statements. She noted that lease revenue was over budget and cash decreased because of expected capital improvements.

Committee Reports

- **Audit:** Mr. Delia noted that the Audit Committee met the week prior with the audit firm to go over the 2018 GLDC Audited Financial Statements in detail. Courtney Pearsall, managing partner at D'Arcangelo, presented the draft 2018 Audited Financial Statements for review and comment. The Board received the draft in advance of the meeting. Ms. Pearsall noted that this was a clean audit and thanked the staff for providing all information in a timely and organized fashion. The Audit Committee recommends the approval of the 2018 GLDC Audit.

On a motion by Mr. Cusack, seconded by Mr. Russell, the board unanimously approved the 2018 GLDC Audited Financial Statements.

PAAA Compliance

Ms. Waters presented the Board with the annual PAAA compliance documents for comment and review. The Board received them in advance of the meeting. Ms. Waters asked that they ratify and confirm those documents, as per State law, there were no changes to any of the documents.

On a motion by Mr. Vetrone, seconded by Ms. Weiman, the Board unanimously adopted and ratified the PAAA compliance documents, as submitted.

The Board was presented with the annual Authorities Mission Statement and Performance Measures documents as required by PAAA.

There being no changes, on a motion by Mr. Lawrence, seconded by Ms. Weiman, the Board unanimously approved the Authorities Mission Statement and Performance Measures.

Old Business

In regards to the land sale on Floyd Ave to BRV Properties, GLDC must make application to the City of Rome for a subdivision of the parcel.

On a motion by Mr. Cusack, seconded by Mr. Lawrence, the Board unanimously approved the application to the City of Rome for the subdivision.

On a motion by Mr. Lawrence, seconded by Mr. Russell, the Board voted unanimously to enter into executive session to discuss the potential sale or lease of real property at 4:30 p.m.

On a motion by Mr. Lawrence, seconded by Mr. Vetrone, the Board voted unanimously to exit executive session at 4:41 p.m.

There being no further business, the meeting was adjourned by consensus at 4:45 PM.

Respectfully Submitted,

Jennifer Waters
Secretary