

## **Meeting Minutes**

### **Griffiss Local Development Corporation – Board of Directors**

**584 Phoenix Drive Rome, NY**

**October 30, 2025 – 4:00PM**

**Members Present:** Jim Cusack, Deb Grogen, Frank Vetrone, Elis DeLia, Kevin Martin, Mike Manuele, Erin Weinman, Chad Lawrence

**Staff Present:** Frank Sanzone, Marc Barraco, Rachel Hadden, Shawna Papale, CJ Hanrahan, Jeff Rehler, Christian Giardino, Mark Kaucher

**Guests Present:** Jef Saunders

**Call to Order:** Chairman Delia called the meeting to order at 4:01 pm.

**On a motion by Mr. Cusack, seconded by Mr. Veterone, the directors unanimously approved the minutes from the June 19th, 2025, meeting.**

#### **FINANCIAL & ADMINISTRATION REPORT:**

Ms. Hadden presented the financial statements, reporting nothing out of line with no significant variances in the budget.

**On a motion by Mr. Cusack, seconded by Mr. Vetrone, the directors unanimously approved acceptance of the current financial report, as presented.**

#### **New Business**

##### **National Grid for Underground Electric Easement on Northerly Side of Floyd Avenue:**

Mr. Saunders provided an overview of the request from National Grid, which originated from Bonaccio's initiative to transition electric service from Gust to National Grid. The objective is to implement individually metered apartments, necessitating a service switch. The requirement for underground installation will remain unchanged

**On a motion by Mr. Cusack, seconded by Ms. Grogan, the directors unanimously approved the underground electric easement to serve air city.**

**Bonacio – Phase 2 Option Request to renewal:** Mr. Saunders reviewed Bonaccio’s request for a third extension on the Phase 2 option for the adjacent parcel on Hangar Road. The board previously approved an option for 4.72 acres intended for a multi-story office building. Bonaccio now seeks a two- to three-year extension, with an increased option price of \$480,000 per acre (up from \$75,000). They also requested that the existing \$20,000 nonrefundable option payment be applied toward the new agreement, with a proposed increase to \$30,000. Ms. Papale noted rising land values at Griffiss and recommended setting the first-year price at \$80,000, with fair market rates thereafter. After discussion, Mr. Martin proposed granting a one-year option at \$80,000, subject to board review at the end of the term.

**On a motion by Mr. Martin, seconded by Mr. Manuele, the directors unanimously approved the Phase 2 Option Request to renewal**

**Equipment Approval – Skid Steer purchase:** Mr. Sanzone outlined the need for the equipment and explained the proposed 80/20 cost-sharing arrangement with the Griffiss Park Landowners Association. He noted that of the three existing skid steers, one requires replacement at an estimated cost of \$56,000

**On a motion by Mr. Veterone, seconded by Mr. Cusack, the directors unanimously approved the Skid Steer purchase**

**Request from Oneida County and National Grid to conduct environmental sampling for Chobani Project:** Mr. Saunders provided an overview of the environmental sampling request and outlined potential implications for GLDC. The board discussed possible concerns and operational impacts associated with the proposed sampling activities.

**On a motion by Mr. Martin, seconded by Mr. Vetrone, the directors unanimously approved the request from Oneida County and National Grid to conduct environmental sampling for Chobani Project**

#### **Appointment of members to GI Board of Directors**

The Board reviewed its obligation to approve the appointment of new members to the Griffiss Institute Board of Directors. Mr. Martin addressed the matter on behalf of the nominees, representing GLDC’s interests on the Institute’s board.

**On a motion by Ms. Weiman, seconded by Mr. Lawrence, the directors unanimously approved the authorization of the representatives for Griffiss Institute Board of Directors.**

**ICAN & CUBRC Board Actions:** Ms. Papale discussed the details of the following agenda item with the board.

1. **Authorize Sublease to ICAN** – 22,410 SF at Building 796; release ICAN from its lease at 428 Phoenix Drive.
2. **Approve ICAN Transfer** – Move administrative operations from Building 770 to Building 796.
3. **Release CUBRC Space** – Free up Building 796 space to accommodate ICAN’s daycare operations.
4. **Approve CUBRC Transfer** – Relocate CUBRC to Building 770 (3,940 SF).
5. **Authorize CFA Execution** – Proceed with the \$600,000 grant agreement with NYS.
6. **Initiate Bidding Process** – Engage March Associates for construction bidding in accordance with grant and regulatory requirements.

Ms. Papale addressed the need for childcare within the park and highlighted the challenges associated with implementing the project

**The Board agreed to proceed with finalizing project details; no formal motion was required.**

#### **GLDC board EDA change order memo**

Mr. Saunders briefed the Board on the change order, outlining its scope and associated requirements. He noted the need for a mortgage release, which will be granted upon payment of \$116,000. Due to a government shutdown, EDA legal counsel has delayed processing, but efforts are underway to finalize and close the transaction.

**A Motion to approve the change order for buildings 770 at \$278,468 and building 774 at \$147,588, Request the extension of the amendment of the project completion date, Approval for change orders awaiting approval from EDA, and to approve request to extend grant and sign, was made by Mr. Cusack, seconded by Mr. Vetrone the directors unanimously approved the requests.**

There being no further business, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,

CJ Hanrahan  
GLDC Secretary