

**Griffiss Local Development Corporation
Board of Directors Meeting Minutes
584 Phoenix Drive - Rome, NY
October 18, 2018 - 4:00 p.m.**

Members Present: Elis Delia (via teleconference); Frank Vetrone; Franca Armstrong; Kevin Martin; Dave Russell; Mike Manuele (via teleconference); Erin Weiman; Deb Grogan (via teleconference)

Others Present: Fred Arcuri; Steve DiMeo; Shawna Papale; Maureen Carney; Garrett Zyskowski; Peter Zawko

Mr. Martin called the meeting to order at 4:00 p.m.

Upon a motion by Mr. Vetrone, and seconded by Ms. Armstrong, the board unanimously approved the minutes from the September board meeting.

Financials:

Ms. Carney presented the interim monthly financial statements, citing the detailed financial notes that were provided in advance of the meeting and pointed to the fluctuation in cash over the 12 month period. The decrease is due to major capital expenditures, including broker fees associated with recent lease renewals with BAE and Peraton.

Ms. Carney also reported that the Audit Committee will meet on November 1 to kick off the 2018 audit.

Committee Reports:

Mr. Martin stated that the Executive Committee met in order to discuss and pass the revised, State of New York Sexual Harassment Policy and Complaint form. Mr. Martin asked that the full Board ratify and confirm that action.

On a motion by Ms. Armstrong, seconded by Ms. Grogan, the board unanimously ratified and confirmed the actions of the Executive Committee.

Project Updates:

Mr. DiMeo and Mr. Arcuri updated the Board on current projects, including B778 fit-out, 99 Otis Street construction, and potential real property sales.

Upon a motion by Mr. Vetrone, and seconded by Ms. Grogan, the board voted unanimously to enter into executive session to discuss the potential sale or lease of real property at 4:11 p.m.

Upon a motion by Mr. Vetrone, and seconded by Ms. Groan, the board voted unanimously to exit executive session at 4:19 p.m.

Mr. Arcuri provided the board with a proposal for the sale of approximately two acres of land at Dart Circle, for use by the Griffiss Surgery Center for parking, in an amount of \$60,000 per acres. The buyer asked that the property be leased until 2019 so that they could lay down a temporary parking lot until asphalt plants re-open in the spring. The board agreed, but asked that the buyer place the entire purchase price in escrow. Mr. Arcuri also noted that the purchase would be contingent on City of Rome ZBA approval of a use variance.

On a motion by Mr. Delia, on a second by Mr. Russell, the Board unanimously approved the sale, as proposed, with Mr. Martin, and Ms. Armstrong, abstaining.

There being no further business, the meeting was adjourned by consensus 4:31 p.m.

Respectfully submitted,

Frederick Arcuri