

**Griffiss Local Development Corporation**  
**Board of Directors Meeting Minutes**  
**584 Phoenix Drive, Rome NY 13441**  
**June 17, 2021 - 4:00 p.m.**

**Members Present:** Franca Armstrong, Elis Delia, Frank Vetrone, Evan DeGennaro, Deb Grogan, Jim Cusack, Kevin Martin, Dave Winberg, Mike Manuel

**Others Present:** Mike Callan, Jennifer Waters, Steve DiMeo, Shawna Papale, Maureen Carney, Peter Zawko, Jef Saunders

Mr. Delia called the meeting to order at 4:03 p.m.

**Upon a motion by Mr. Vetrone, and seconded by Ms. Grogan, the board unanimously approved the minutes from the May 20th Board meeting.** The minutes from the Executive Committee will need to be approved at the next Executive Committee Meeting.

**Financials:**

Ms. Carney presented the interim monthly financial statements and noted no major items to bring up. Cash has increased from 12 months ago, debt is being paid off and all expenses are within budget. Revenue is slightly over budget due to unbudgeted lease extensions.

Ms. Carney presented the board with the IRS Form 990 and noted no major changes or issues. **Upon a motion by Ms. Grogan, and seconded by Mr. Manuel, the board unanimously approved the IRS Form 990 submission.**

**Committee Reports:**

*No committee reports*

**New Business:**

Ms. Waters presented the Benn Realty sublease terms for Suite 105 (854 GSF) in Building 780 (Suites at 584 - 584 Phoenix Drive). Lease term is for one year with an option to renew for another one year. Sublease Rental Rate includes: Property Insurance, Water & Sewer, Solid Waste Removal, Electric and Heat, Building Custodial, Snowplowing & Grounds Maintenance, Major repairs to building structure and systems, exterior lighting, sidewalks, parking lots, service contracts (fire alarm and HVAC), and sub-metering for electric, Griffiss CAM fees (\$0.45/SF), and Payment in Lieu of Taxes (PILOT).

**On a motion by Mr. Vetrone seconded by Ms. Grogan, the Board unanimously approved the sublease to Benn Realty for Suite 105 in Building 780/Suites at 584.**

**Old Business:**

Mr. Saunders noted to the Board that per the By-Laws, meetings are required to be attending in person. The recent pandemic allowed flexibility for virtual meetings, but the revisions to the Open Meetings Law have since been rescinded. Mr. DeLia added that he expects the Board to meet in person for the

June meeting and requested any feedback be sent to him prior to the June meeting. Mr. Saunders did note that there is an exception that can be granted by the Board Chair for excused absences.

**A motion to enter Executive Session at 4:19 p.m. to discuss potential contracts was made by Ms. Armstrong and seconded by Mr. Vetrone.**

**A motion to exit Executive Session at 4:25 p.m. was made by Mr. Vetrone and seconded by Mr. Martin.**

There being no further business, the meeting was adjourned by consensus at 4:26 p.m.

Respectfully Submitted,  
Jennifer Waters  
Secretary