

**Meeting Minutes**  
**Griffiss Local Development Corporation**  
**Executive/Nominating Committee**  
**584 Phoenix Drive Rome, NY 13441**  
**November 19, 2025 – 11:35 AM**

**Members Present:** Elis DeLia, Frank Vetrone, Deb Grogan (Teams), Erin Weiman

**Others Present:** Rachel Hadden, Deb Laughinghouse, CJ Hanrahan, Shawna Papale, Marc Barraco, Maureen Carney

Chair DeLia called the meeting to order at 11: 35 AM.

**On a motion by Ms. Grogan, seconded by Ms. Weiman, the committee unanimously approved the GLDC minutes from the June 2025 meeting.**

**On a motion by Mr. Veterone, seconded by Ms. Weiman, the executive committee unanimously approved the minutes from the November 2024 meeting.**

**GLDC BOARD APPOINTMENTS**

Mr. Vetrone recommended approving the 2026 board appointments and will bring said recommendation to the full board.

**On a motion by Mr. Veterone, seconded by Ms. Weiman, the committee unanimously approved to recommend the class of 2028 to the full board at its annual meeting.**

Mr. Vetrone recommended approving the 2026 officer appointments and will bring said recommendation to the full board.

**On a motion by Mr. Veterone, seconded by Ms. Weiman, the committee unanimously approved to recommend officer appointments for 2026.**

**ICAN Lease**

Mrs. Papale explained the current situation regarding the ICAN Lease with the committee. Papale expressed the desire to go out to bid after January 1<sup>st</sup> and hope to award in February and Construction would follow in August if all moved forward as planned.

**Motion to approve lease with all legal matters being taken care of made by Mr. Veterone seconded by Mrs. Weiman, the committee unanimously approved the lease after all legal matters contingent on Cubric moving and grants obtained. Chair Delia abstained.**

## **CUBRIC**

Mrs. Papale explained the new agreement with Cubric in 2024 for a 5 year extension. After direct conversations, Cubric asked for a change to their current lease to move their office space after speaking with Papale. Papale noted that they would be moved after the beginning of the new year, they do have contract for internet, they identified that they are looking for a new provider, pay a penalty fee of \$6,713.00 covered by GLDC as well as moving costs to move them to a new location. They will leave all cabling in place for the move rate is \$17.00 per sq ft. for the first 5 years and increase to \$17.50 afterwards. These costs would be covered under facilities and contracted services.

**A motion for the approval of lease along presented terms was made by Ms. Grogan, seconded by Mrs. Weiman. The committee unanimously approved the motion.**

## **Staff Service Agreement**

There were no material changes to the contract, just clarification on what support is made.

**A motion was made by Mr.Vetrone, seconded by Ms. Weiman to approve the staff service agreement. The committee unanimously approved.**

## **GPLA 2026 staff service agreement**

Papale proposed the 2026 staff service agreement to the committee for approval.

**Motion made by Mr. Veterone seconded by Ms.Weiman to approve the GPLA 2026 Staff Service Agreement.**

## **Approval of the audit engagement fee**

Papale presented the audit engagement fee, noted in the finance committee meeting previously. The fee was listed at \$30,750.

**Motion to approve the audit fee made by Mr. Veterone, seconded by Ms. Weiman. The committee unanimously approved.**

## **Building 212 Parachute shop**

Bonacio with company Hangar Road LLC is looking to purchase and build on the land where the current parachute 212 building is set to be taken down. Papale made committee aware.

**Cell Tower**

Request came for a cell tower to be constructed on a GLDC parcel. Papale mentioned the struggle to develop a parcel like this. Papale raised the request with the committee. Papale made the committee aware.

**Adjourned at 12:10**

Being no further business, the meeting was adjourned by consensus.

Respectfully submitted,

CJ Hanrahan, Secretary