

**Executive Committee Minutes
Griffiss Local Development Corporation
584 Phoenix Dr.
Rome, NY 13441
Friday, May 15, 2026
1:00 PM**

Members Present: Frank Vetrone, Elis DeLia (Teams), Kevin Martin, Erin Weiman (Teams)

Staff Present: Marc Barraco, Shawna Papale, CJ Hanrahan, Zach Joyce

Others Present: Jef Saunders

1. Call Meeting to Order

- The meeting was called to order at 1:01PM

2. Approval of Minutes: 4/17/26 **(Action)**

- A motion to approve the meeting minutes from the 4/17/26 meeting was made by Kevin Martin and seconded by Frank Vetrone. The directors unanimously approved the motion.

3. New Business:

- Approval of CUBRC furniture purchase **(Action)**
 - A motion to approve the furniture purchase for \$30,621.51 for the B770 CUBRC space was made by Kevin Martin and seconded by Frank Vetrone. The directors unanimously approved the motion.
- **Approval of proposed leasing of Tektronix space in building 770**
 - Discussion was held regarding a proposed lease for Project Brook/Textronic space in Building 770. The committee agreed to defer formal approval until negotiations and a lease are finalized.
- **Approval of improvements in building 770 (furniture moving, paint, flooring, cleaning, other items yet to be determined)**

The committee discussed spending up to \$35,000 for building 770-related space improvements, including furniture moving, and painting/cleaning/flooring and other items to be determined as needed. During the GLDC meeting held on 4/17/26 Project Brook tenant improvements were approved up to \$35,750. That amount included

windows, painting and flooring. The PRJ Brook (\$17,500) window portion is now captured in the below B770 window approval. So, to date GLDC has now authorized \$18,250 for Project Brook interior painting and flooring plus today's approval of an additional \$35,000 for items known and unknown for either Project Brook or CUBRC improvements for a total of \$53,250 excluding the B770 window project captured below.

- A motion to approve spending up to \$35,750 for Building 770-related space improvements was made by Kevin Martin and seconded by Frank Vetrone. The directors unanimously approved the motion.
- **Proposed improvement for building 780 rear parking lot**
The committee discussed the rear parking lot paving project for Building 780 in the amount of \$68,000.
- A motion to approve the proposed improvement for building 780 rear parking lot was made by Kevin Martin and seconded by Frank Vetrone. The directors unanimously approved the motion.
- **ICAN bid opening**
The committee reviewed the proposed award for the ICAN Child Care Center renovation at Building 796 to Kestrel Construction Services for \$1,249,900, pending completion of the related lease documentation
 - **A motion to award the ICAN Child Care Center renovation project at Building 796 to Kestrel Construction Services for \$1,249,900, contingent on related lease documentation moving forward was made by Kevin Martin and seconded by Frank Vetrone. The directors unanimously approved the motion.**
- **Building 770 Windows**
An additional item was brought to the committee's attention regarding the windows needed for building 770.
- **A motion to approve the building 770 window project in the amount of 53,310.00 was made by Kevin Martin and seconded by Frank Vetrone. The directors unanimously approved the motion.**

Adjourn Meeting

- The meeting adjourned at 1:28 PM