Executive Committee Agenda
Griffiss Local Development Corporation
584 Phoenix Dr.
Rome, NY 13441
Thursday, July 9, 2026
4:00 PM

1. Call Meeting to Order
2. Approval of Minutes: 5/15/26 **(Action)**
3. New Business:
   I. **Authorized Official for purposes of NBRC Grant Project # 22GNY09 transfer (Action)**
4. Old Business
5. Executive Session
6. Adjourn Meeting

Draft

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 Veterone. 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 Veterone. 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 Veterone. 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 Veterone. 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 Veterone. 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 Veterone. The directors unanimously approved the motion.**

Adjourn Meeting

- The meeting adjourned at 1:28 PM

GLDC Resolution

I, **Elis J. DeLia, Chair of Griffiss Local Development Corporation (GLDC)**, an authorized entity licensed to conduct business in the **State of New York** do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on **July 9, 2026** at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLVED, that **Marc Barraco**, who is the **Chief of Staff of Mohawk Valley EDGE**, is empowered to act on behalf of **GLDC** as the **Authorized Official for purposes of NBRC Grant Project # 22GNY09**.

In Witness whereof, the undersigned has affixed her/his signature, this the **9th day of July 2026**.

____

Signature of Chairperson, Board of Directors

RESOLUTIONS OF

GRIFFISS LOCAL DEVELOPMENT CORPORATION

Adopted this 20th day of October, 2022

ACCEPTING PROVISIONS OF A STATE ECONOMIC AND INFRASTRUCTURE DEVELOPMENT GRANT FROM THE NORTHERN BORDER REGIONAL COMMISSION FOR THE BENEFIT OF THE GRIFFISS IT TRACK REHAB (NBRC22GNY09)

WHEREAS, Griffiss Local Development Corporation ("GLDC") was formed as a local development corporation, for the purpose of, among other things, promoting, facilitating and overseeing the redevelopment of the former Griffiss Air Force Base (the "Park") through the implementation of a comprehensive redevelopment strategy, including the maintenance, strengthening and expansion of the Griffiss Industrial Track ("Griffiss IT"); and

WHEREAS, Mohawk, Adirondack and Northern Railroad Corporation agreed to assist GLDC with a certain project to rehabilitate the Griffiss IT in its entirety and to expand the capacity within Griffiss Yard, by adding approximately 1,000-feet of new track (the "Project"), which will accommodate up to 16 railcars and provide MHWA the added capacity that it needs to continue to serve the Park tenants, retain existing jobs and allow for further expansion within the Park; and

WHEREAS, GLDC desires to adopt a resolution describing the Project and the financial assistance that the GDLC is contemplating with the respect to the Project; and

WHEREAS, it is contemplated that GLDC will (i) manage a Three Hundred Fifty-Three Thousand Three Hundred Sixty and 00/100 Dollars ($353,360.00) grant from the Northern Border Regional Commission (the "Grant"), (ii) enter into an agreement with MHWA to allocate various responsibilities under the Project and (iii) conduct SEQRA review with respect to the Project; and

NOW, THEREFORE, BE IT RESOLVED, that GLDC is Authorized Representative, Steven J. DiMeo, and/or its Board Chairman, Elis J. Delia, may negotiate, execute and deliver the terms of the (i) Grant Agreement from the Northern Border Regional Commission, and (ii) Project Agreement with MHWA; and

BE IT FURTHER RESOLVED, that the officers, employees, and agents of GLDC are hereby authorized and directed for and in the name and on behalf of GLDC to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by GLDC with all of the terms, covenants and provisions of the documents executed for and on behalf of GLDC.

Laura Cohen

Laura Cohen, Secretary

Meeting Minutes
Griffiss Local Development Corporation
584 Phoenix Drive Rome, NY - WebEx
October 20, 2022 - 4:00 PM

Members Present: Jim Cusack, Elis Delia, Frank Vetrone, Kevin Martin; Eric McDiarmid, Deb Grogan, Franca Armstrong, and Evan DeGennaro via Tele-Conference

Others Present: Steve DiMeo, Nicholas Bruno, Hannah Phillips, Maureen Carney, Shawna Papale, Bill Vanshufflin, Jef Saunders, and Mike Callan

Chair Delia called the meeting to order at 4:03 PM.

Upon a motion by Mr. Cusack, which was seconded by Mr. Vetrone, the GLDC Board of Directors unanimously approved the meeting minutes from

Ms. Carney presented the interim monthly financial statements for September and provided details on the presented notes. Revenues and expenses are in line with expectations. Ms. Carney is currently working on the general operating budget for 2023. There was concern over the steam costs for 2023 and discussion ensued regarding the Griffiss Steam to Natural Gas conversion project. Ms. Carney stated she expected to have a Finance Committee meeting on November 9. No other questions were raised.

Mr. Vanshufflin requested a resolution from the GLDC Board to authorize the use of funds for a State Economic and Infrastructure Development Grant from the Northern Border Regional Commission for upgrades portions of track at Griffiss. A resolution for this project has already been issued by this board, but an additional *sister grant* that will help fill the funding gap for the upgrades requires an additional resolution.

Upon a motion by Mr. Martin, which was seconded by Mr. Vetrone, the GLDC Board of Directors authorized Steve DiMeo and Elis Delia the power to negotiate, execute and deliver the terms of a Grant Agreement from the Northern Border Regional Commission, and Project Agreement with MHWA.

Conversation ensued on the total cost of the project and how the infrastructure of the project to support business entities at the Griffiss Park. No further questions were raised.

Mr. DiMeo provided an update on the Kelberman Center at the Griffiss Institute. There are multiple facets of this project and some additional studies required before they’re able to move forward.

Mr. DiMeo provided an update on development of the Triangle Parcel at Griffiss International Airport and EDGE/GLDC’s interactions with Oneida County, and discussions with attraction projects with the Griffiss International Airport.

No old business was raised.

At 4:20 PM, the meeting was adjourned by Chair Delia.

Respectfully Submitted on behalf of Laura Cohen, Secretary:

Nicholas Bruno

Northern Border Regional Commission

AMENDMENT REQUEST FORM

GRANT #:	NBRC
Grantee Name:	Griffiss Local Development Corporation
Date:	6/18/26

Directions:

Select **one or more** project change and submit this form along with all required documentation to admin@nbrc.gov. Reference your NBRC Grant # in the subject line. Forms and templates can be found here: NBRC Resources

Select (X) a status below

	Amendment Type	Required Information	Included w/ Request	Confirmation No Change
■	**Key Personnel Change (AO)**	Key Contacts Form	X	*Signature on this form confirms the NEW AO has reviewed the project budget, scope, and timeline and confirms no changes.*
		Authorized Official Resolution (template available)	X	
☐	**Budget Redirection and/or Scope of Work Change**	Revised project budget (SF-424cbw) AND budget adjustment summary (see pg. 2 of form)		N/A. Must be submitted.
		Revised project scope (completed to date, reason for change, etc.)		
		Revised project timeline		
		Revised work plan		
		Revised match commitment form (NBRC Form 1002) & source documentation		
		Environmental Review(NEPA) update required? If yes, provide updated NEPA Intake Form		
☐	**Budget Period Change** ***(No Scope or Budget Changes)***	Justification of need for contract extension		New Requested End Date*
		Revised project timeline		
		Description of project progress to date		** NBRC allows extensions in one (1) year increments. If additional time is being requested, please provide justification, and note that NBRC coordination with the State Program Manager is required.*
		Confirmation budget and scope are not changing		
		Confirmation committed match remains in place		
☐	**Organization Name Change**	Updated SF-424, SF-3881 (ACH), UEI Form, Certificate of Good Standing (non-profit), IRS Determination Letter (non-profit)		N/A. Must be submitted.
		Key Contact Form & Authorized Official Resolution (if name change results in AO change)		

Elis J DeLia, CLDC Chair

Name of Authorized Official

6/18/26

Date

Signature of Authorized Official

OMB Number: 4040-0010
Expiration Date: 12/31/2026

Key Contacts Form

*** Applicant Organization Name:** Griffiss Local Development Corporation

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:** Project Manager

Prefix:

* First Name: Jeff

Middle Name:

* Last Name: Rehler

Suffix:

Title:

Organizational Affiliation: Mohawk Valley EDGE (as staff support to GLDC)

* Street1: 584 Phoenix Drive

Street2:

* City: Rome

County:

* State: NY

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 13441

* Telephone Number: 315-338-0393

Fax:

* Email: jrehler@mvedge.org

Next Person

OMB Number: 4040-0010
Expiration Date: 12/31/2026

Key Contacts Form

*** Applicant Organization Name:** Griffiss Local Development Corporation

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:** Authorized Official

Prefix:

* First Name: Marc

Middle Name:

* Last Name: Barraco

Suffix:

Title:

Organizational Affiliation: Mohawk Valley EDGE (as staff support to GLDC)

* Street1: 584 Phoenix Drive

Street2:

* City: Rome

County:

* State: NY

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 13441

* Telephone Number: 315-338-0393

Fax:

* Email: mbarraco@mvedge.org

Next Person