

**Griffiss Local Development Corporation  
Board of Directors Meeting Minutes  
584 Phoenix Drive, Rome NY 13441  
October 15, 2020 - 4:00 p.m.**

**Members Present:** Franca Armstrong, Elis Delia, Kevin Martin, Debra Grogan, Erin Weiman, Mike Manuel, Dave Winberg, Eric Pietrowski

**Others Present:** Mike Callan, Jennifer Waters, Steve DiMeo, Shawna Papale, Maureen Carney, Bill VanShufflin, Frank Sanzone, Peter Zawko

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

**Upon a motion by Mr. Martin, and seconded by Ms. Grogan, the board unanimously approved the minutes from the September 17th 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. The PPP loan has been received and she has submitted the loan forgiveness application. The revenues are within 1% of the budget and expenses are within 1% of budget. 2021 budgeting is ongoing. Meetings will be set for all the committees to review their respective materials.

**New Business:**

The board received a request to renegotiate the existing lease with BAE Systems. BAE Systems Technology Solutions and Services, Inc. and BAE Systems Information and Electronic Systems Integration, Inc. collectively lease 45,534 square feet of technology office space at 581 Phoenix Dr. and 454 Phoenix Dr. here at Griffiss Business and technology Park. The existing subleases expire on October 31, 2021.

BAE elected to renegotiate new business terms for the lease renewal as opposed to exercising their current lease renewal options. It has been common practice of the national companies at Griffiss to negotiate new lease terms at the end of a sublease term vs. exercising renewal options that were previously negotiated. Through Colliers International who represents both of the above referenced BAE business units, GLDC negotiated a modification and extension of the existing subleases that would extend BAE's presence at Griffiss. The proposed sublease extension will go through October 31, 2026. **Upon a motion by Ms. Grogan, and seconded by Mr. Pietrowski, the board unanimously approved the sublease extension to BAE Systems as presented to the board subject to review by legal counsel.**

The board tabled the Building 302 action item.

Staff noted that a memorial plaque has been placed in the Sculpture Garden to honor long-time GLDC board member and past Chairman Fred Tillman.

Staff also noted that the Griffiss Institute national Executive Search is still progressing. Mike Wessing has been named interim President.

There being no further business, the meeting was adjourned by consensus at 4:28 p.m.

Respectfully Submitted,  
Jennifer Waters  
Secretary