

Meeting Minutes
Griffiss Local Development Corporation
584 Phoenix Drive Rome, NY - WebEx
March 30, 2023 - 4:00 PM

Members Present: Elis DeLia, Frank Vetrone, Chad Lawrence, Deb Grogan, Jim Cusack, Mike Manuele, Eric MacDairmid, Kevin Martin (via Webex), Erin Weiman (via Webex), Evan DeGennaro (via Webex), Franca Armstrong (via Webex)

Others Present: Steve DiMeo, Hannah Phillips, Laura Cohen, Bill VanShufflin, Jef Saunders, Maureen Carney, Nicole Chubbuck, Shawna Papale (via Webex)

Chair Delia called the meeting to order at 4:02 PM.

On a motion by Mr. Cusack, seconded by Mr. Lawrence, the directors unanimously approved the minutes from the February 9 meeting.

FINANCIALS

Ms. Carney reviewed the financials. Revenue and expenses are in line with the budget. Steam costs are a bit high. Once the steam turns off April 1 the costs will drop back to within normal range and GLDC will work on transitioning buildings off steam. Ms. Carney discussed her investigation into CDs and asked the board for authorization.

On a motion by Ms. Grogan, seconded by Mr. Lawrence, the directors unanimously approved Ms. Carney to open a CD at Adirondack Bank in GLDC's name in the amount of \$500,000 for a term of six months.

Mr. Manuele wondered whether we were within our limits of insurability. Ms. Carney stated that GLDC was not, and that that was considered a normal business risk. She is in the process of researching collateralization for each bank GLDC does business with.

AUDIT REPORT

Ms. Carney introduced Nicole Chubbuck with D'Arcangelo. She discussed the communication letter and independent auditor's report. The audit produced a clean opinion, which is the best that they can provide. GLDC has \$19.6M in net assets overall, representing a decrease. Revenues for 2022 were \$5.9M, an increase over the prior year due to an ESD grant and the PILOTs being up \$172,000. D'Arcangelo added a detailed disclosure note for all the leases in accordance with the new standard procedures. Ms. Chubbuck reviewed the audit with the audit committee last week and they recommend the report.

On a motion by Mr. Vetrone, seconded by Ms. Grogan, the directors unanimously approved the 2022 Audit.

SALE AND LEASE OF PROPERTY

1. Atlantic Testing – Mr. VanShufflin stated Atlantic Testing requested to downsize their space. They are currently on a month to month lease having vacated two of the three suites at the end of February. This will be treated as a lease modification. **On a motion by**

Mr. Cusack, seconded by Mr. Manuele, the directors unanimously approved the Atlantic Testing lease modification.

2. Kelberman – Mr. DiMeo updated the board on their term sheet. GLDC is looking to enter into a lease agreement on the first floor space. This is a forthcoming item staff will be asking GLDC to consider. EPA agreed to the preschool as a permitted use and the Promise pre-k program will be going in across the street. Kelberman is looking at 10 year lease at \$15.25/sf with an escalator years 6-10 to \$18.30. They have two five-year renewal options. There is cost to retrofit the first floor space. The buildout of the space will be covered by grants or amortized as additional rent back to Kelberman. Total project budget is \$1.2-1.3M range. They will create 24 jobs as part of the project.
3. Tech Heights Lease Update – Mr. VanShufflin updated the board on the buildings that comprise Tech Heights. The lease for Huntington Ingalls (formerly Alion) is coming due at the end of May. We are proposing a five-year rent freeze. Arcfield is requesting a space reduction. We are in negotiation with ICAN for the former Tektronix space.
4. B302 License Extension – Vinny Fichi is looking for a one month extension. This is to give time for the closing to take place while we transfer the property. **On a motion by Ms. Grogan, seconded by Mr. Cusack, the directors unanimously approved the license extension.**

TRANSFERRING GRIFFISS STREETS AND UTILITY INFRASTRUCTURE

Mr. Saunders presented a resolution to transfer title for Griffiss streets and utility infrastructure from GLDC to City of Rome. This has been a 20 year project. The city has some additional streets and utilities they will take that will be specified at a later date. The city currently takes care of the roads and this will not reduce GLDC's maintenance costs.

On a motion by Ms. Grogan, seconded by Mr. Lawrence, the directors unanimously approved the resolution as presented.

GAS CONVERSION PROJECT

This project went out to bid in March. Two were received from Brandeles and Ontario HVAC Solutions out of Watertown. Both bids were below the engineers estimate of \$3,226,000. Engineers reviewed the validity of the bids and they are satisfied.

On a motion by Mr. Lawrence, seconded by Mr. Vetrone, the directors unanimously approved awarding the bid to Ontario HVAC Solutions for \$1,888,000.

RATIFY AND CONFIRM PAAA SUBMISSIONS

The board reviewed the documents related to the PAAA submissions for 2023.

On a motion by Mr. Cusack, seconded by Mr. Lawrence, the directors unanimously approved ratifying the 2023 PAAA submissions.

AUTHORITY MISSION STATEMENT AND PERFORMANCE MEASURES

The board reviewed the documents related to the Authority Mission Statement and Performance Measures for 2023.

On a motion by Ms. Grogan, seconded by Mr. Manuele, the directors unanimously approved accepting and ratifying the 2023 mission statement and performance measures.

GLDC MASTER PILOT AGREEMENT

Mr. DiMeo and Mr. Saunders reviewed the master PILOT agreement between GLDC and OCIDA. When the base closed, the Air Force transferred property to OCIDA; the IDA entered into a lease-leaseback agreement with GLDC. This particular PILOT agreement expired and covers a combined 1,000 acres. It covers undevelopable property, open space, and vacant land that is developable. There are no buildings associated with this extension. It's a 10-year pilot agreement with 100% exemption.

On a motion by Mr. Cusack, seconded by Mr. Vetrone, the directors unanimously approved the GLDC master PILOT agreement as presented.

NEW BUSINESS

NYPa came to GLDC looking to secure developer interest FOR solar farms at Griffiss. With our consent they issued an RFP looking for solar developers who would be interested in establishing on otherwise undevelopable land, such as landfills. NYPa found a developer; more information will be forthcoming.

OLD BUSINESS

Vincent Holdings has performed the work he was obligated to do on B302. GLDC is in the process of transferring title.

The meeting was adjourned by consensus at 4:29 PM.

Respectfully submitted,

Laura Cohen