



Minutes from...
CAFTPC Monthly Board Meeting
February 17, 2022 at 10 am at Tech Farm /Zoom

Members in Attendance (alphabetical by last name):

Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, Bill Strassburg, Brendan Tydings, and Catharine Young

Non-Members in attendance (alphabetical by last name):

Barry Dumbauld (Hunt EAS), Sarah Meyer, Michael Trapanovski (Hunt EAS)

I. Call to Order/Introductions (Chairman Michael Manikowski)

Meeting called to order at 10:04 AM.

II. Guest Presentation, Hunt AES

A presentation from Hunt EAS, regarding Manufacturing Building, was provided to Board members. The Hunt AES team outlined project progress, schedule, and budget. Key points of the discussion included key points pertaining to how the parcel is divided; the lease hold mortgage; and bid process review. Project updates, ESD/EDA grant requirements and their effect on the project schedule were all parts of the group discussion as the presentation progressed.

III. Review and Approval of February 2022 Minutes (Chairman Michael Manikowski)

Minutes were approved with a motion by Michael Nozzolio; seconded by Jan Nyrop. Unanimously passed at 10:35 am.

IV. Tech Farm

Harry Sicherman has provided a summary via email due to potential absence. Catharine Young offered to reach out to NYSTAR regarding the progress of the Incubator Grant project budget.

V. Manufacturing Facility (moved ahead in agenda)

Nothing additional to report after Hunt AES presentation and reference to Harry Sicherman's email prior to meeting.

VI. Operations (Sarah Meyer)

Notes from previous month was reviewed with Board members. Sarah Meyer presented a new cleaning services contract (2nd draft) to Board members. *Bill Strassburg made a motion to approve the Cleaning Services Contract as proposed by independent contractor Blanca and Jose Palma Ochoa; seconded by Jan Nyrop. Unanimously passed at 10:52am.* Board members reviewed and approved HHL's proposal to supply 480V power from the basement to their Lab as vetted by Cornell B&P. Discussion shifted to leases and market value rates and the need to cover monthly expenses. It was suggested that Sarah Meyer schedule a Special Meeting to discuss rates and fees for the future. Consensus seemed to settle on raising rates and adding a surcharge. Sarah Meyer was asked to investigate market rates.

VII. Tech Farm Financial Report (Sarah Meyer/Brendan Tydings)

Sarah Meyer reviewed the approved expenses over \$2,000 since the last Board meeting and the anticipated invoices to be paid, as well as current account balances and QB reports.

VIII. Executive Session

Did not occur.

IX. Adjourn Meeting (Chairman Michael Manikowski)

Motion made by Michael Nozzolio; seconded by Jan Nyrop. Passed unanimously at 11:30am.



Minutes from...
CAFTPC Special Meeting
March 4, 2022 at 9:30 am at Tech Farm /Zoom

Topic of Discussion: Lease and Rates

Members in Attendance (alphabetical by last name):

Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, Bill Strassburg, Brendan Tydings, and Catharine Young

Non-Members in attendance (alphabetical by last name):

Sarah Meyer

Sarah Meyer had prepared a series of Excel worksheets outlining the lease profile status, utility expenses, rental rates by space type, and scenario projections. Jan Nyrop expressed the value of gaining an understanding of what our rental rates are and how they compare to market value rates, as well as the utility cost increases. Bill Strassburg expressed concern for the utilities needed for the freezer and cooler. Ultimately, it was recommended that everything be standardized and pose rental agreements as packages; all-encompassing freezer/cooler, tenant space, warehouse access, etc. Bill Strassburg had gathered market data from NextCorps and Brendan Tydings and Sarah Meyer had met with Craig Webster of Webster Properties to compare the GEDC rates and lease arrangements. Jan Nyrop requested that Sarah Meyer formulate a current budget, while asking for assistance from the CAFTPC accountant for projections. Michael Nozzolio emphasized tenants understanding the cost to manage the facility but also the management costs (manager). Board members agreed that socializing a strategy directly with tenants would be beneficial and in good faith as revenue is built to afford expenses. The Board member concluded with directing Sarah Meyer as to how to handle their new lease while decisions are made for the future. The meeting ended at 10:20 am.