

**Albany County Business Development Corporation
AITech Loan Committee
Meeting Minutes
January 26, 2012**

DIRECTORS PRESENT Ms. Megan Daly, Mr. Bob Dollar, Mr. Mark Eagan, Mr. Bradley Fischer, Mr. Michael Hurt, Mr. Allen Maikels, Mr. Shawn Morse, Mr. Rich Van Auken

DIRECTORS ABSENT Ms. Pam Smith

COUNSEL ABSENT Ms. Madeline Kauffman

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller, Ms. Pat Maguire

Mr. Van Auken welcomed everyone and called the meeting to order at 8:29.

The meeting began with a review of the minutes from the December 15, 2011 meeting. Mr. Dollar made a motion to approve, Mr. Maikels seconded, and all were in favor.

Mr. Maikels presented the preliminary (pre-audit) 2011 Financial Statements noting that the only significant change being the increase in the allowance for bad debt, from \$129,350 to \$341,360.

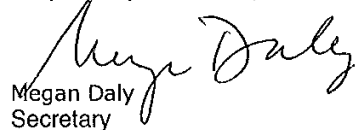
Mr. Maikels presented the Fourth Quarter Agency Voucher in the amount of \$40,412.09. Mr. Van Auken motioned to approve the voucher as presented, Mr. Dollar seconded and all were in favor, Mr. Eagan abstained.

The committee took a few minutes to discuss the fund and its activities as there was a new director from the County Executives office and the new Chairman of the County Legislature present.

Mr. Catalano presented a renewal for Samoni Hospitality. Mr. Eagan motioned to approve, Mr. Hurt seconded and all were in favor, with Mr. Maikels abstaining.

Mr. Maikels motioned to adjourn the meeting at 8:58.

Respectfully submitted,


Megan Daly
Secretary

Albany County Business Development Corporation
AlTech Loan Committee
Meeting Minutes
February 23, 2012

DIRECTORS PRESENT Ms. Megan Daly, Mr. Bob Dollar, Mr. Mark Eagan, Mr. Bradley Fischer, Mr. Michael Hurt, Mr. Allen Maikels, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Shawn Morse, Ms. Pam Smith

COUNSEL ABSENT Mr. John Hartzell

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller, Ms. Pat Maguire

Mr. Van Auken welcomed everyone and called the meeting to order at 8:33.

The meeting began with a review of the minutes from the January 26, 2012 meeting. Mr. Hurt made a motion to approve, Mr. Dollar seconded, and all were in favor.

Mr. Catalano presented a loan renewal for **LEG Properties, Plaza Travel** owned by Mr. John Giordano. After discussion Mr. Hurt motioned to approve, Mr. Maikels seconded and all were in favor, with the condition of the interest rate being lowered to 4% and modifying the site visit report.

Mr. Catalano presented a proposal for **795 Realty, LLC**, (Holding company) **Peacock, Inc** (Operating Co). The project will be a new Sunoco gas station and a 2,000 square foot convenience store in downtown Albany. The property will also include two 1,000 square foot retail stores. Collateral on this loan is a second mortgage and second lien on all business assets. Mr. Hurt motioned to approve, Mr. Maikels seconded and all were in favor.

Mr. Catalano presented a proposal for **Krolak Technology Management DBA New Horizons of Albany**. Mr. Jason Krolak is looking to purchase the franchise from the current owner and is seeking a \$300,000.00 loan to do so. Mr. Krolak is the current Account Executive under the present owner. The committee discussed the proposal and felt that Mr. Krolak was not meeting the requisite 10% owners equity required by the fund. At this time Mr. Van Auken motioned to decline the request, Mr. Hurt seconded and all were in favor.

Mr. Catalano presented a proposal for **Read Media Inc.**, owned by Mr. Colin Mathews. Mr. Mathews had the opportunity to present in front of the TAF committee on February 10, 2012. The committee voted unanimously to approve the proposal for Al Tech review. Mr. Mathews is seeking a \$250,000.00 loan for working capital to add new employees for the companies projected growth in the coming years. Ms. Daly motioned to approve, Mr. Maikels seconded and all were in favor.

At this time Ms. Maguire joined the meeting, and Mr. Fischer departed

Ms. Maguire presented to the committee a letter received from the State of New York, Authorities Budget Office. The letter stated that the ACBDC is subject to the public disclosure, reporting and corporate governance provision of the Public Authorities law, and gave until February 23, 2012 to respond to the letter or accept the determination. Ms. Maguire stated several concerns she had regarding the designation and the committee requested that Ms. Maguire respond that the assets of ACBDC are restricted federal funds and governance under the NY State public Authorities Accountability Act will duplicate the federal requirements and the additional administrative costs to comply will diminish the fund. Mr. Maikels motioned to approve, Mr. Dollar seconded and all were in favor.

Mr. Eagan informed the committee that Ms. Daly has submitted her resignation with the ACBDC to County Executive McCoy as she has accepted a position within the state government, which required her to do so.

Mr. Maikels motioned to adjourn the meeting at 9:29, Mr. Dollar seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Secretary

**Albany County Business Development Corporation
AITech Loan Committee
Meeting Minutes
March 22, 2012**

DIRECTORS PRESENT Mr. Mark Eagan, Mr. Michael Hurt, Mr. Allen Maikels, Ms. Pam Smith, Mr. Rich Van Auken, Mr. Shawn Morse

DIRECTORS ABSENT Mr. Bob Dollar, Mr. Bradley Fischer

COUNSEL PRESENT Mr. John Hartzell

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

GUESTS Mr. Tom Gessick, Mr. Glenn Winter from T.M. Byxbee Company

Mr. Van Auken welcomed everyone and called the meeting to order at 8:33.

The meeting began with a review of the minutes from the February 23, 2012 meeting. Mr. Maikels made a motion to approve, Ms. Smith seconded, and all were in favor.

Mr. Gessick presented the draft Audit reports for 2011. The auditors stated that there were no issues with any of the reporting and the audit ran smoothly.

The capital utilization percentage was below the 85% level and therefore resulted in a finding

Mr. Maikels motioned to approve the audit, Mr. Hurt seconded, and all were in favor.

Mr. Catalano presented a letter from the EDA, dated 3.8.12, in response to the business plan sent 6.1.10. The EDA approved the plan with the condition that the committee "adopts procedures to comply, and ensure that potential borrowers comply, with applicable environmental laws and regulations." Mr. Catalano and Mr. Hartzell will work together on a document to be included and collected during the application process.

Mr. Catalano also reminded the board that they had voted via email regarding an increase of \$10,000.00 to **K&J Holding, LLC** (Bounce A lot Party and Music Rentals). The committee approved the request increasing the loan from \$75,000.00 to \$85,000.00 on 3.7.12.

Mr. Van Auken motioned to adjourn the meeting at 9:06, Mr. Maikels seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Secretary

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
April 19, 2012**

DIRECTORS PRESENT Mr. Bob Dollar, Mr. Mark Eagan, Mr. Michael Hurt, Ms. Pam Smith, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Bradley Fischer, Mr. Allen Maikels, Mr. Shawn Morse

COUNSEL PRESENT Mr. John Hartzell

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the March 22, 2012 meeting. Mr. Eagan made a motion to approve, Ms. Smith seconded, and all were in favor.

Mr. Catalano presented a renewal for **834 Kenwood Ave, LLC**. Mr. Dollar motioned to approve, Ms. Smith seconded and all were favor contingent on Mr. Catalano reaching out to the primary bank to ensure the borrower is in good standing. Mr. Van Auken abstained from voting.

At this time Mr. Hurt arrived.

Mr. Catalano presented the following portfolio updates with Mr. Hartzell stepping out during the Arcadia Manufacturing Group discussion:

- **Midnight Armory** – The property is listed with Trinity Realty Group and all parties involved, including the mayor from the city of Cohoes, are working to find a suitable buyer.
- **Diamond Home Products** – The auction has taken place and a portion of the receivables have been collected. Mr. Marco Koshakar from Nolan and Heller has been representing ACBDC through the liquidation and collection process.
- **Arcadia Manufacturing Group** – ACBDC has engaged Mr. Matthew Jackson from Deily, Mooney and Glastetter, LLP for representation during Arcadia's bankruptcy filing. The payment plan is in the final stages of approval.
- **Terminal Millworks** – Mr. Marco Koshakar has been retained by ACBDC in order to work through a lease and inter-creditor agreement proposed by the primary bank. The lease would involve renting half the building immediately and CBRE looking to find another for the other half. Once at fill capacity, the property should generate adequate case flow to cover the debt service on the property.
- **Elmhurst Research, Inc** – The borrower has been granted interest only payments for March and April, with regular principal and interest payments to resume in May.
- **K&J Holdings, LLC (Bounce A Lot)** – Loan was funded on April 9, 2012 in the amount of \$85,000.
- **Perry Textiles (Soft-Tex Manufacturing)** – Paid off in full through scheduled amortized payments.

Mr. Catalano requested the committee acknowledge the Code of Ethics that had been adopted by ACBDC and the Acknowledgement of Fiduciary Duties & Responsibilities as part of the Public Authorities Accountability Act. Each member present signed their respective forms and returned them to Mr. Catalano at the end of the meeting.

Mr. Hurt motioned to adjourn the meeting at 9:06, Ms. Smith seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Secretary

Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
May 24, 2012

DIRECTORS PRESENT Mr. Bob Dollar, Mr. Mark Eagan, Mr. Michael Hurt, Mr. Allen Maikels Ms. Pam Smith, Mr. Rich Van Auken

DIRECTORS ABSENT Ms. Nancy Carey Cassidy, Mr. Bradley Fischer, Mr. Shawn Morse

COUNSEL PRESENT Mr. Terry Burke

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the April 19th, 2012 meeting. Mr. Hurt made a motion to approve, Mr. Eagan seconded, and all were in favor.

Mr. Maikels presented the 1st Quarter Financials as well as the 1st Quarter Agency Voucher. Mr. Maikels made a motion to approve the voucher as presented, Mr. Van Auken seconded and all were in favor, Mr. Eagan abstained.

Ms. Smith arrived at 8:40.

Mr. Catalano presented a proposal for **MAC Equipment, LLC**. MAC Equipment is seeking a loan in the amount of \$200,000.00 to purchase a piece of property to relocate their existing business to. Collateral on this loan will be a 1st mortgage lien on the building. Mr. Hurt made a motion to approve contingent upon a favorable review of environmental reports by ACBDC attorneys, Mr. Maikels seconded and all were in favor.

Mr. Catalano presented updates on the following Borrowers:

- **Terminal Millworks** – Mr. Biagiotti is continuing to work towards a second tenant for the building. He has stopped all business operations and is currently in the process of selling off equipment.
- **Albany Welding Supply, Co.** (Noble Gas Solutions) – Mr. Mahoney sold a piece of equipment originally held in collateral by ACBDC. The committee voted to release the lien on said equipment. Mr. Van Auken motioned to approve, Ms. Smith seconded and all were in favor.

At this time Mr. Eagan departed and Mr. Burke excused himself.

- **Elmhurst Research, Inc.** – April 13, 2012 Berkshire Bank filed a Foreclosure Summons against **Elmhurst Research**. Mr. Catalano informed the committee that ACBDC appears to be fully collateralized in its debt, ACBDC will be represented by Matthew Jackson from the firm of Deily, Mooney & Glastetter.

Mr. Van Auken shared with the committee that County Executive McCoy has appointed Ms. Nancy Carey Cassidy to fill the vacant seat created by Ms. Megan Daly's resignation. Ms. Carey Cassidy's term will expire December 2012.

Mr. Van Auken motioned to adjourn the meeting at 9:20, Mr. Hurt seconded and all were in favor.

Respectfully submitted,


Allen Maikels
Treasurer

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
May 24, 2012**

DIRECTORS PRESENT Mr. Bob Dollar, Mr. Mark Eagan, Mr. Michael Hurt, Mr. Allen Maikels Ms. Pam Smith, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Bradley Fischer, Mr. Shawn Morse

COUNSEL PRESENT Mr. Terry Burke

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the April 19th, 2012 meeting. Mr. Hurt made a motion to approve, Mr. Eagan seconded, and all were in favor.

Mr. Maikels presented the 1st Quarter Financials as well as the 1st Quarter Agency Voucher. Mr. Maikels made a motion to approve the voucher as presented, Mr. Van Auken seconded and all were in favor, Mr. Eagan abstained.

Ms. Smith arrived at 8:40.

Mr. Catalano presented a proposal for **MAC Equipment, LLC**. MAC Equipment is seeking a loan in the amount of \$200,000.00 to purchase a piece of property to relocate their existing business to. Collateral on this loan will be a 1st mortgage lien on the building. Mr. Hurt made a motion to approve contingent upon a favorable review of environmental reports by ACBDC attorneys, Mr. Maikels seconded and all were in favor.

Mr. Catalano presented updates on the following Borrowers:

- **Terminal Millworks** – Mr. Biagiotti is continuing to work towards a second tenant for the building. He has stopped all business operations and is currently in the process of selling off equipment.
- **Albany Welding Supply, Co. (Noble Gas Solutions)** – Mr. Mahoney sold a piece of equipment originally held in collateral by ACBDC. The committee voted to release the lien on said equipment. Mr. Van Auken motioned to approve, Ms. Smith seconded and all were in favor.

At this time Mr. Eagan departed and Mr. Burke excused himself.

- **Elmhurst Research, Inc.** – April 13, 2012 Berkshire Bank filed a Foreclosure Summons against Elmhurst Research. Mr. Catalano informed the committee that ACBDC appears to be fully collateralized in its debt, ACBDC will be represented by Matthew Jackson from the firm of Deily, Mooney & Glastetter.

Mr. Van Auken shared with the committee that County Executive McCoy has appointed Ms. Nancy Carey Cassidy to fill the vacant seat created by Ms. Megan Daly's resignation. Ms. Carey Cassidy's term will expire December 2012.

Mr. Van Auken motioned to adjourn the meeting at 9:20, Mr. Hurt seconded and all were in favor.

Respectfully submitted,

Allen Maikels
Treasurer

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
June 28, 2012**

DIRECTORS PRESENT Ms. Nancy Carey Cassidy, Mr. Bob Dollar, Mr. Mark Eagan, Mr. Bradley Fischer, Mr. Michael Hurt, Mr. Allen Maikels Ms. Pam Smith, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Shawn Morse

COUNSEL PRESENT Mr. Terry Burke

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the May 24, 2012 meeting. Mr. Hurt made a motion to approve, Mr. Dollar seconded, and all were in favor.

Mr. Catalano presented a proposal for **Rolfs Pork Store**, owned and operated by Mr. Glen Eggelhoefer and Mr. Edgar Eggelhoefer. The Eggelhoefers are seeking a loan in the amount of \$125,000.00 to open a new retail location. Collateral on this loan will be a shared mortgage (with NYBDC) on the current property located at 70 Lexington Avenue, an assignment of life insurance on the Eggelhoefers and a second position UCC lien behind NYBDC on all business assets. Mr. Hurt made a motion to approve contingent upon a favorable brokers opinion of the real estate to be taken as collateral, Mr. Maikels seconded and all were in favor with Mr. Dollar abstaining.

Mr. Catalano presented a proposal for **Saginaw Bay Lumber**, owned and operated by Mr. Greg Tuttle. Mr. Tuttle is seeking a \$150,000.00 loan to purchase specialty inventory items, typically not available on consignment. Collateral on this loan is a second mortgage on Mr. Tuttle's personal residence as well as a first mortgage lien on all business assets and an assignment of life insurance on Mr. Tuttle. Mr. Eagan motioned to approve with Mr. Hurt seconding with the following conditions:

- Mr. Tuttle inject 10% equity of the approved loan amount in cash
- A second mortgage be taken out on Mr. Tuttle's personal residence
- An official dissolution of Saginaw Lumber Sales (SLS) be obtained for the loan file
- The loan request be reduced to \$100,000.00

Given all requirements being met, all were in favor of the request.

Mr. Catalano introduced a renewal for **221 Wolf Road Associates**, owned and operated by Ms. Denise Dubois. The note will renew at \$229,870.83. Mr. Maikels motioned to approve and Ms. Smith seconded, all were in favor.

Mr. Catalano presented updates on the following Borrowers:

- **Arcadia Manufacturing Group** – Arcadia has exited bankruptcy and the terms of the loan from ACBDC will now be \$283,264.00 at a rate of 5.25%, with a 48 month term, 7-year amortization.
- **Jillians Management** – The business has been put up for sale with NAI Platform and they are beginning to fall behind on payments. Mr. Catalano will work with Mr. Spillenger to get partial payments whenever the funds are available.
- **Read Media** – Funded May 25, 2012.
- **MAC Equipment** – Mr. Catalano presented a copy of the Indemnity Agreement drawn up by the attorneys which states the current Indemnity extends to ACBDC and in the event of possession of the property defaulting to ACBDC the Indemnity will extend to the next purchaser of the property. The committee also recommended that a UCC be taken on all equipment the business owns.

At this time Mr. Burke and Mr. Dollar excused themselves.

- **Elmhurst Research, Inc.** – Mr. Knapp is looking to borrow funds from an outside source in order to pay off debt to Berkshire. If this is completed ACBDC will move into a first position on the building.
- **Digital Page** – The owner has filed for personal bankruptcy, but is continuing to pay his AI Tech debt. Currently ACBDC is owed \$27,000.00. At this time it is felt AI Tech will be unaffected. The building is currently for sale and upon sale ACBDC should be paid out in full.

The committee discussed briefly outstanding approved loans that have yet to be funded. The committee asked that Mr. Catalano reach out to Shaker Veterinary Hospital to inquire about his need for funding.

Mr. Hurt motioned to adjourn the meeting at 9:17, Ms. Smith seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Treasurer

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
July 26, 2012**

DIRECTORS PRESENT Ms. Nancy Carey Cassidy, Mr. Bob Dollar, Mr. Mark Eagan,
 Mr. Allen Maikels, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Michael Hurt, Mr. Bradley Fischer, Mr. Shawn Morse, Ms. Pam Smith
COUNSEL PRESENT Mr. Terry Burke
CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the June 28, 2012 meeting. Mr. Eagan made a motion to approve, Mr. Dollar seconded, and all were in favor.

Mr. Catalano presented a memorandum proposing changes to the Albany County Business Development Corporation business plan. Suggested improvements were:

- A temporary suspension of the Utilization Rate until 12.31.15
- A modification of the interest rates that ACBDC charges borrowers to be either 75% of the prime interest rate listed in the Wall Street Journal or the prime interest rate listed in the Wall Street Journal minus 4 percent with a floor of 4 percent.
- A modification of the amount (\$50,000 - \$1,000,000) of loan exposure a borrower can have at any one time.

Ms. Carey Cassidy motioned to approve all modifications as presented and Mr. Maikels seconded, all were in favor.

Mr. Catalano presented a proposal for **Books for Life**, owned and operated by Mr. Anthony Walden. Mr. Walden is seeking a \$180,000.00 loan to purchase a building located at 700 5th Avenue, Watervliet, in order to house online book business, he is seeking a building to house his inventory. Collateral on the loan will be a first mortgage lien on the building. Mr. Maikels motioned to approve with Ms. Carey Cassidy seconding, all were in favor of the request.

Mr. Catalano presented updates on the following Portfolio Updates (requiring action):

- **Diamond Home Products** –Mr. Marco Koshykar, the attorney representing ACBDC, from Nolan & Heller advised sending a demand letter to Mr. Mike Dorsey requesting he pay the amount owed. The committee agreed to sending the letter and revisiting the situation should Mr. Dorsey not pay the amount due. Mr. Van Auken made the motion, Mr. Maikels seconded and all were in favor.
- **221 Wolf Road Associates** – Ms. Dubois asked the committee to accept a \$400,000.00 life insurance policy, which is short of her total loan exposure. The committee agreed that they did not want to set a precedent of making exceptions to the life insurance requirement. Mr. Eagan made a motion to decline Ms. Dubois request, Mr. Maikels seconded and all were in favor.

Mr. Dollar motioned to adjourn the meeting at 9:00, Mr. Maikels seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Treasurer

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
August 23, 2012**

DIRECTORS PRESENT Ms. Nancy Carey Cassidy, Mr. Mark Eagan, Mr. Bradley Fischer,
 Mr. Michael Hurt, Mr. Allen Maikels, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Bob Dollar, Mr. Shawn Morse, Ms. Pam Smith
COUNSEL PRESENT Mr. Terry Burke
CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller, Ms. Pat Maguire

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the July 26, 2012 meeting. Mr. Eagan made a motion to approve, Mr. Maikels seconded, and all were in favor.

Mr. Maikels presented the Second Quarter Financials, Ms. Carey Cassidy motioned to approve, Mr. Van Auken seconded and all were in favor.

Mr. Maikels presented the Second Quarter Agency Voucher, Mr. Hurt motioned to approve as presented, Ms. Carey Cassidy seconded and all were in favor.

Ms. Maguire presented the 2012-2015 agency budget and Corporation budget. The committee asked Ms. Maguire to increase the application fees and add a loan loss reserve, pending these modifications Mr. Hurt motioned to approve both budgets, with Mr. Maikels seconding. All were in favor.

Mr. Catalano presented a proposal for **Gordon Farms, Inc.**, owned and operated by Mr. Alexander (Sandy) Gordon. Mr. Gordon is seeking a \$75,000 loan to purchase additional acreage (52 acres) adjacent to his farm, additional farm equipment and additional cattle. Collateral on the loan will be a mortgage on the 51 acres of land along with a UCC filing on all farm equipment. Mr. Eagan suggested taking an additional lien on another parcel of land totaling approximately 92 acres. Mr. Maikels motioned to approve with the collateral modification with Mr. Hurt seconding, all were in favor of the request.

Mr. Catalano briefly updated the committee on Arcadia Manufacturing Group, who have successfully exited bankruptcy and commenced regular principal and interest payments.

Mr. Hurt motioned to adjourn the meeting at 9:02, Mr. Maikels seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Treasurer

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
September 27, 2012**

DIRECTORS PRESENT Mr. Bob Dollar, Mr. Mark Eagan, Mr. Michael Hurt, Mr. Allen Maikels,
 Ms. Pam Smith

DIRECTORS ABSENT Ms. Nancy Carey Cassidy, Mr. Bradley Fischer, Mr. Shawn Morse,
 Mr. Rich Van Auken

COUNSEL PRESENT Mr. Terry Burke

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller

Mr. Eagan welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the August 23, 2012 meeting. Mr. Eagan made a motion to approve, Mr. Maikels seconded, and all were in favor.

Mr. Catalano presented a proposal for the **Association Development Group, Inc.** owned and operated by Ms. Kathleen Van De Loo. The loan was approved as presented with a modification that the loan will require Ms. And Mr. Van De Loo each pledge a collateral assignment of life insurance in the full amount of the loan. Mr. Hurt motioned to approve with the collateral modification, Mr. Maikels seconded, and all were in favor of the request.

Mr. Catalano briefly updated the committee on the following clients:

- Diamond Home Products
- Jillian's Management
- Elmhurst Research
- Midnight Armory

Mr. Hurt motioned to adjourn the meeting at 9:12, Ms. Smith seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Treasurer

**Albany County Business Development Corporation
AI Tech Loan Committee
Meeting Minutes
December 13, 2012**

DIRECTORS PRESENT Ms. Nancy Carey Cassidy, Mr. Bob Dollar, Mr. Mark Eagan, Mr. Bradley Fischer, Mr. Michael Hurt, Mr. Allen Maikels, Ms. Pam Smith, Mr. Rich Van Auken

DIRECTORS ABSENT Mr. Shawn Morse,

COUNSEL PRESENT Mr. John Hartzell

CHAMBER STAFF PRESENT Mr. Kevin Catalano, Ms. Lindsay Heller, Ms. Pat Maguire

Mr. Van Auken welcomed everyone and called the meeting to order at 8:30.

The meeting began with a review of the minutes from the September 27, 2012 meeting. Mr. Eagan made a motion to approve, Ms. Smith seconded, and all were in favor.

Mr. Maikels presented the October 31st Financials, as well as the Third Quarter Agency Voucher. Mr. Maikels made a motion to approve the Voucher as presented, Ms. Carey Cassidy seconded and all were in favor.

Mr. Maikels presented a Memo from Ms. Maguire outlining Auditor Options for 2012 – 2014. It was recommended by Mr. Maikels that we continue using the services of T.M Byxbee for 2012 and then issue an RFP for audit services for 2013. Mr. Hurt motioned to approve Mr. Maikels recommendation and Ms. Smith seconded, all were in favor.

Mr. Catalano presented a proposal for **Mr. Eric Sparks** (holding company to be formed). Mr. Sparks is looking to purchase the old Cramer's Armory in Cohoes to relocate his pitching academy, in addition to renovating the 3 apartments in the building. The loan was approved as presented with the following conditions:

- A secondary lending source is brought on board so AI Tech's complete exposure is no more than 45%.
- Mr. Sparks inject a full 10% of the \$184,500.00 requested amount.

Mr. Van Auken motioned to approve with the modifications, Mr. Hurt seconded, and all were in favor.

Mr. Catalano presented a proposal for Pavement **Technologies International Corp.**, owned by Mr. Ned Reeves & Mr. Mark Reeves. The Reeves are looking to purchase the office building they currently occupy at 1525 Western Ave. Albany, NY. Collateral would be a second mortgage lien on the property up to but limited to \$150,000.00. Mr. Hurt motioned to approve the loan given that a satisfactory appraisal is returned warranting the amount of the loan and that both Reeves provide Personal Guarantees. Mr. Maikels seconded and all were in favor.

Mr. Catalano presented a proposal for **Zookeyper, LLC** owned and operated by Ms. Sheri Townsend. Ms. Townsend is seeking a loan up to \$250,000.00 for the purchase of land at 11 Kross Keys Drive and the construction of a new 11,000 square foot Learning Center, AI Tech funds would be used for the purchase of activities and equipment. The Board agreed to table the request until Ms. Townsend has worked out an agreement with the owners of the neighboring piece of property who would be granting an easement to the Townsend's. Ms. Carey Cassidy made the motion, Mr. Hurt seconded and all were in favor.

Mr. Catalano presented the following portfolio updates:

- Benson-Gauthier (BCI) and Corrosion Products, & Equipment: Both clients were approved for renewal via email vote. The committee solidified this action by approving it at today's meeting. Mr. Van Auken made the motion, Mr. Hurt seconded and all were in favor.
- Third Quadrant Energy: A forbearance request has been presented by the owner, Mr. Scher. The committee approved a forbearance of 3 month's interest only payments. Mr. Hurt motioned, Ms. Carey Cassidy seconded and all were in favor.

- Terminal Mill Works: Mr. Catalano and owner Mr. Biagiotti will be meeting soon to discuss a payment plan as the building will be fully leased as of January 2013.
- Achievements, PLLC (Kayan Holding and Arkay Holdings): The owners have been accused of inappropriately billing the State Education Department. Mr. Hartzell advised the committee to send a letter to the owners. Mr. Eagan made a motion to accept Mr. Hartzell's recommendation and Ms. Carey Cassidy seconded, all were in favor.
- Elmhurst Research, Inc.: Owner Mr. Kapp has accepted an offer on his property, once the closing occurs it is expected that AI Tech will be paid down.

The following loans have paid off since the last AI Tech meeting:

- Buchakjian Realty, LLC
- Tony's Tires and Wheels, Inc.
- Romanza's Restaurant Corp.

Mr. Catalano informed the committee that Advanced Therapy and Waypoint Technology Group have been removed from the approved waiting to close list, as both approvals are well over a year old and no progress has been made.

The following companies have requested a rate reduction to 2.44%:

- Repeat Business Systems
- Albany Welding Supply Corp
- SMS Petra
- Jeff David, LLC
- Turnkey Internet
- Thomas and James Terry, LLC
- Heinz Grossjohann
- Double L Ranch
- Trojan Leisure Products
- Creative Voice/Bourgeois Properties, LLC
- Third Quadrant Energy

Mr. Maikels made a motion to approve all rate reductions, Ms. Smith seconded and all were in favor.

Mr. Catalano also asked the Board to consider a request from Repeat Business Systems who would like to term out an existing line of credit with their bank and add a new \$75,000 line of credit in front of the AI Tech debt. Mr. Hurt motioned to approve, Mr. Maikels seconded and all were in favor.

Mr. Hurt motioned to adjourn the meeting at 9:38, Mr. Maikels seconded and all were in favor.

Respectfully submitted,



Allen Maikels
Treasurer