

MINUTES
ALBANY PARKING AUTHORITY MEETING
March 31, 2016

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:31 AM, Thursday, March 31, 2016 at the APA offices. Board members in attendance were Kevin O'Connor, Jeff Sperry, William Pettit III and Beth Lacey. Also present was Executive Director Matthew Peter, Associate Director Hal King, Finance Director Linda Shell, APA legal counsel Thomas Owens, and William Freitag of SaxBST.

2. Audit presentation by SaxBST

A presentation of the 2015 audit was made by William Freitag of SaxBST. The results were a clean, unqualified opinion, noting increased revenues and occupancy in many facilities. There were some discrepancies in the final printed copies and Mr. Freitag stated he would have those cleared up by end of business so the audit could be posted to the NYS PARIS system as required.

3. Acceptance of minutes of Thursday, March 10, 2016.

Following review/discussion, a motion was made to accept the minutes of the March 10, 2016 Board meeting: motion Pettit, second Lacey; passed 4-0.

4. February Financial Reports (unaudited).

The Board discussed the February financial reports. As of this report, with 16.67% of the year completed, revenue totaled \$1,241,743 and this was 16.99% of budget. Expense was \$1,197,344, or 16.51% of budget; this included a debt service principle and interest payment of \$355,478 and this was 15.21% of budget.

5. Communications.

Executive Director Peter discussed activities undertaken. This included the following:

1. The Executive Director met with Chief Cox and Bill Trudeau at APD. They discussed going forward with sign replacement via Bill's staff installing signs on overtime, installation of new wayfinding signs for Riverfront & Quackenbush garages, increasing the meter rate around the Capitol, new meter installations along New Scotland from Madison to N. Lake, and additional parking enforcement during special events at Washington Park and other locations.
2. The Executive Director met with the Downtown Business Improvement District to discuss publicity for Restaurant Week and surveying parking needs in the area.
3. The Executive Director discussed responses received to bring the Authority into ADA compliance. Desman quoted \$16,000 for engineering & new layouts; United Spinal Association quoted \$7,500 for conducting site inspections of each property to determine accessibility compliance and identify any issues that will require correction. The Board requested Mr. King contact Desman for reduced pricing and The Executive Director contact United Spinal Association for specifics on what they would provide to the APA.

4. Executive Director Peter had a short discussion on possible refinancing options and the recent state comptroller's audit, which was favorable.
5. A short discussion was held about enforcement issues: Mr. Peter met with the Exec.VP of CWA Local 1118, John VanDenburgh III, to settle concerns about grievances, training and equipment.
6. The Executive Director discussed the need of an Executive Assistant.
7. Executive Director Peter provided updated artwork to the Board as part of the Urban Art Initiative.

New Business.

A. Amendments to 2016 Budget

The Board reviewed amendments to the 2016 budget for wages/benefits, training, computerization and equipment purchases.. Amendments were passed on a motion by Pettit, second by Sperry; passed 4-0.

6. Unfinished Business.

None.

7. Executive Session.

None.

8. Adjournment.

There being no further business, the meeting adjourned at 10:20 AM.