

MINUTES
ALBANY PARKING AUTHORITY MEETING
February 23, 2023

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:37am, Thursday, February 23, 2023 at the APA offices. Board members in attendance were Jeff Sperry, Christopher Burke, Bill Pettit, Jordine Jones and Jennifer Ceponis. Present were Executive Director, Matthew Peter, Associate Director, Sean Palladino, Chief Budget Manager, Sheiliesh Hylton, General Counsel, Allan O'Brien, Senior Manager Marketing, Kevin McClintock, Special Assistant, Stephanie Wright and legal counsel, Thomas Owens.

2. Acceptance of Minutes of January 27, 2023.

Following review/discussion, a motion was made to accept the minutes of the January 27th Board meeting by Christopher Burke, seconded by Jennifer Ceponis; passed 5-0.

3. Reports from Governance.

The Governance Committee reported that it met on February 17th, 2023. Committee Chair, Jordine Jones, reviewed the highlights from the Committee meeting with the Board. It was discussed that the ABO issued updated guidance on what information is required on public authority websites. Staff reviewed the new guidance and information on the APA website and found that professional experience of Board Members needs to be added but that all other required items are up to date.

Committee Members reviewed the summary of results for the confidential board evaluations. All members completed the evaluation and all selected 'agree' for the criteria set forth in the evaluation. The Committee recommends no action be taken with regards to the results of the confidential board evaluation.

Finally, it was discussed with the Board that the Committee reviewed the APA's procurement, property disposition, property acquisition and investment policies as required annually. The Committee recommends a change to the procurement policy to confirm with changes to the New York State law.

4. Resolutions.

The following resolution was brought before the Board of Directors:

Resolution 2023-02-01 Approving Policies. On a motion made by Jennifer Ceponis, seconded by, Christopher Burke; motion passed 5-0.

5. Review of Financials.

Executive Director Matthew Peter presented the financials to the Board. As of this report, 2023 started with a positive net income of \$48,351. This number does not meet the budget projections because this included payment for Annual garage repairs in 2022 without the withdrawal from the APA R&R Account in an effort to rebuild the R&R Account from the Covid impact. Additionally, the APA made its Bond interest payments of \$127,292.

Total Parking Revenue is 3% below our 2023 projections, and 8% of Budget. Meters and Daily Garage Revenue was about 7% below projections. Monthly and other revenue continues to trend

upward, as we are 5.4% over projections. Additionally, Executive Director Matthew Peter reviewed the Revenue History with the Board.

6. Enforcement Numbers.

Executive Director, Matthew Peter, reviewed with the Board the year-to-date Enforcement numbers.

7. Communications.

Executive Director Matthew Peter discussed with the Board, upcoming events for the month of March including Bruce Springsteen and the NCAA Tournament. The APA will be fully staffed during these events and will be managing satellite lots for the NCAA Tournament.

8. New Business.

Executive Director updated the Board on the following RFPs:

- i. Riverfront Garage Feasibility Study: The APA continues to work with BJH Advisors who were hired to conduct a feasibility study of the Riverfront Garage and Surrounding Areas. Two Stakeholder meetings have been held for feedback on the progress of the study. One Public Outreach meeting was held in November of 2022. A second Public Outreach meeting will be scheduled once the final study and the financial feasibility are completed and reviewed by Stakeholders.
- ii. Transit Center Study: Executive Director, Matthew Peter, reviewed with the Board, the area of the Transit Center Study
- iii. APA staff continues to work with Planetaria on the Re-design of the APA Website. Basic layouts and navigation designs are complete. Currently, Planetaria and APA staff are developing the sale pages for monthly parking spaces and in March the Homepage Design will be completed. Final Project completion is expected to be in June or July of 2023.
- iv. K and R Signs was awarded the contract for the Design and Installation of New Garage Signage RFP. Production begins February 23rd and project completion is expected in May of 2023.
- v. Lighting and Cameras in Lots: Proposals are due March 10th and a pre-bid meeting was held on February 21st where 5 different contractors attended, this was not a mandatory pre-bid meeting.

Executive Director updated the Board that the Flash Parking PARCS (“Flash”) installation implementation is close to completion. APA staff continues to work with Flash to work out any pending issues before the project is completed.

Per the APA’s updated Enabling Legislation, the APA is able to make improvements to properties that are adjacent to APA facilities which are dependent on and supported by parking such as Quackenbush Square. After a successful agreement with the City to manage Quackenbush Square, the APA continues to work with the City to explore other appropriate areas where this type of management would make sense.

Executive Director, Matthew Peter, updated the Board on the status of Monthly Passes sold.

The Authority’s meter pilot program began testing App Only parking and currently there are two main areas where there is App Only parking, on the State Street and Pearl Street as well as on Pearl, coming off State Street. The pilot program includes a reduction of multi-space meters in various areas as well as using “App only” in low-use areas where current single space meters are

located. The Authority plans to expand into other areas for App Only during Spring of 2023. Additionally, the APA will be meeting with Councilmembers on February 24th to discuss results from the Lockout/Duration Pilot Program, which went very well.

Executive Director, Matthew Peter, updated the Board that the Authority continues to work with the New York State Power Authority (“NYPA”) to install DC Fast Chargers in various APA facilities. The APA continues to try and have fast chargers installed in Central Avenue Lot 3 and Lot 8, which are owned by DOT, and operated by the APA under a permit, as originally planned. The APA continues to work with the City and DOT on plans to acquire DOT lots for the installation of the chargers, a Surplus Property Application was submitted by the City which continues to be in the review process by DOT Legal. Additionally, the APA and City of Albany have drafted an agreement that the City of Albany will submit the Surplus Application to the DOT and if the DOT surpluses the Lots to the City, the City agrees to lease the property to the APA. The EV installation project with NYPA is, however, moving forward at the Authority’s Quackenbush Garage and is expected to be mobilized on March 3rd and construction will begin on March 6th. Installation of wayfinding signage for the chargers is planned for 2023. Usage of current EV Chargers at APA facilities continues to trend upwards from the previous year. Finally, the APA continues to collaborate with the CDTA and its CarShare program and plan to pilot an on-street EV Charging program sometime in the future.

Executive Director, Matthew Peter, updated the Board that the Authority is working with the City to ensure surface public parking lots are in compliance with Americans with Disabilities Act (“ADA”) accessibility standards as required under the City of Albany Unified Sustainable Development Ordinance (“USDO”) and the NYS Uniform Building Code. An ordinance has been approved by common council unanimously. A follow up meeting with City Council, Codes and Planning is scheduled to review rule and regulations and to determine next steps.

Executive Director, Matthew Peter, updated the Board that all DRI projects are completed. The Authority continues to work with the NY Department of State to complete reimbursements requirements for the DRI projects.

Executive Director, Matthew Peter, updated the Board that the APA received ARPA funding for the installation of lighting and cameras in various APA Lots. This will include four lots on Central Avenue and in the Quackenbush Square Lot. An RFP for the project will be issued on February 1st and proposals will be due on March 10th.

Finally, Executive Director, Matthew Peter updated the Board that the Authority did receive the reimbursement for the ESD grant for the Transit Center Financial Feasibility Study. Additionally, the Authority was awarded funding through an ESD grant via REDC, for the Riverfront Feasibility Study RFP and the project continues to move forward. Finally, the APA was awarded an ARPA Grant the Lighting and Security Camera Installation in APA Lots and an RFP was issued.

9. Unfinished Business.

None.

10. Executive Session.

On a motion by Jordine Jones, seconded by Christopher Burke and unanimously approved, the Board entered into Executive Session at 9:38am to discuss proposed acquisition of real property that if publicly discussed, could substantially affect the value thereof. On a motion by

Christopher Burke, seconded by Jennifer Ceponis and unanimously approved, the Executive Session adjourned at 9:52am and returned to open meeting. No actions were taken.

Adjournment.

There being no further business, a motion was made by Jordine Jones, seconded by Bill Pettit and unanimously approved, the meeting adjourned at 9:53am.