

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**January 27, 2023**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:33am, Friday, January 27, 2023 at the APA offices. Board members in attendance were Jeff Sperry, Bill Pettit and Jordine Jones. Christopher Burke and Jennifer Ceponis were excused. Present were Executive Director, Matthew Peter, Associate Director, Sean Palladino, Chief Budget Manager, Sheiliesh Hylton, General Counsel, Allan O'Brien, Senior Manager of Marketing, Kevin McClintock, Special Assistant Stephanie Wright and legal counsel, Thomas Owens.

**2. Acceptance of Minutes of November 30, 2022.**

Following review/discussion, a motion was made to accept the minutes of the November 30<sup>th</sup> Board meeting by Jordine Jones, seconded by Bill Pettit; passed 3-0.

**3. Reports from Governance.**

The Governance Committee reported that it had met on January 20, 2023. Committee Chair Jordine Jones reviewed the highlights from the Committee meeting with the Board. It was discussed that the Committee reviewed and considered nominations for Vice Chairman, Treasurer, Secretary and Assistant Secretary-Treasurer. It is recommended to the Board that no changes be made to the current positions, with Christopher Burke as Vice Chairman, Jordine Jones for Secretary, Bill Pettit for Treasurer and Jennifer Ceponis for Assistant Secretary-Treasurer.

It was also reported that the Committee reviewed the 2022 APA mission statement and recommends to the Board that no changes be made. The 2022 Annual Performance Measurements results were also reviewed and found to be satisfactory.

Finally, it was discussed that the Committee reviewed the ABO Board Member training best practices. Three Board members, to meet these best practices, are due for ABO Board Member training.

**4. Resolutions.**

The following resolutions were brought before the Board of Directors:

Resolution 2023-01-01 Electing Board Vice Chairperson, Treasurer, Secretary and Assistant Secretary Treasurer. On a motion made by Jordine Jones, seconded by Bill Pettit; motion passed 3-0.

Resolution 2023-01-02 Approving Mission Statement and Annual Performance Measurement Results from 2022 & Approving Performance Goals for 2023. On a motion made by Bill Pettit, seconded by Jordine Jones; motion passed 3-0.

**5. Reports from Financials.**

The Finance Committee reported that it had met on January 20, 2023. Committee Chair Bill Pettit reviewed the highlights from the Committee meeting with the Board. As of this report, December ended with a deficit due to pending payments from the State and City for DRI projects. YTD Parking Revenue is 1.54% over 2022 projections and 92% of Budget. Monthly

Meter Revenue came in at \$204,651 which is 9% above December projections. Monthly and other revenue continued to trend upward and we ended the year at 95% of Budget. Daily Garage and Lot Revenue for December was \$52,327, which is 2% over projections. Special Event income was \$15,667, which is 25.3% over projections.

Expenses ended higher than expected in the preliminary and adopted budgets due to DRI cost, which is pending reimbursement. Additionally, there is no change to the projected debt ratio of 1.7 and the Bond Covenant payments were made accordingly.

The December financial summary is reported favorably by the Finance Committee.

## **6. Enforcement Numbers.**

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

## **7. Communications.**

None.

## **8. New Business.**

Executive Director updated the Board on the following RFPs:

- i. The APA hired BJH Advisors to conduct a feasibility study of the Riverfront Garage and Surrounding Areas, partially funded through an ESD grant. An initial stakeholder meeting was held in October of 2022 and the first Public Outreach meeting was hosted at the end of November 2022. The next stakeholder meeting will be held on February 3<sup>rd</sup> and BJH along with the APA plan to host the second Public Outreach meeting at the end of February to present the findings to the public.
- ii. APA staff continues to work with Planetaria on the Re-design of the APA Website. A test product is expected to be reviewed in 6 months.
- iii. New Garage Signage RFP received two proposals and based on scoring criteria, a Resolution to approve awarding a contract to K and R Signs was brought before the Board. On a motion made by Bill Pettit, seconded by Jordine Jones; the resolution passed 3-0.

Executive Director updated the Board that the Flash Parking PARCS (“Flash”) installation implementation is close to completion. In addition to the RFP requirements, the APA has requested a test system for self-validations that can be used internally and other validation system options for hotels. Additionally, the APA will be working with Flash on Night and Weekend Passes in the future.

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. The APA now has an executed Shared Services Agreement with the City to manage Quackenbush Square.

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

Senior Manager of Marketing Kevin McClintock reviewed the Quarterly Trend Analysis with the Board. This analysis shows the parking passes sold on a quarterly basis compared to 2019, 2021 and 2022.

The Authority's meter pilot program has begun 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 of 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 Q2.

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 installation of wayfinding signage for the chargers is planned for 2023.

The APA continues to collaborate with the CDTA and have signed an agreement with them for CarShare utilization of an on-street spot located on Washington Ave near the Armory and it is expected that there will be a need for more spots 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 introduced to Common Council and Executive Director, Matthew Peter, appeared in front of Common Council and the ordinance was approved unanimously. A follow up meeting with City Council, Codes and Planning is being 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 1<sup>st</sup> and proposals will be due on March 10<sup>th</sup>.

Finally, Executive Director, Matthew Peter updated the Board that the Authority did receive approval for the reimbursement for the ESD grant for the Intermodal Financial Feasibility Study. Additionally, the Authority was awarded funding through an ESD grant via REDC, for the Riverfront Feasibility Study RFP and the project is moving forward.

## **9. Unfinished Business.**

None.

## **10. Executive Session.**

On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Board entered into Executive Session at 9:03am to discuss proposed acquisition of real property that if publicly discussed, could substantially affect the value thereof. On a motion by Bill Pettit, seconded by Jordine Jones and unanimously approved, the Executive Session adjourned at 9:24am and returned to open meeting. No actions were taken.

**Adjournment.**

There being no further business, a motion was made by Bill Pettit, seconded by Jennifer Ceponis and unanimously approved, the meeting adjourned at 9:26am.