

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**March 24, 2023**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:31am, Friday, March 24, 2023 at the APA offices. Board members in attendance were Jeff Sperry, Bill Pettit and Jennifer Ceponis. Christopher Burke and Jordine Jones were excused. 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 February 23, 2023.**

Following review/discussion, a motion was made to accept the minutes of the February 23<sup>rd</sup> Board meeting by Bill Pettit, seconded by Jennifer Ceponis; passed 3-0.

**3. Audit Committee Session.**

A motion to enter into the Audit Committee was made by Bill Pettit, seconded by Jennifer Ceponis and passed unanimously. After the review/discussion and acceptance of the minutes from the October 24, 2022 Audit Committee Meeting, as well as the presentation of the Authority's FY 2022 audited draft financial statements by Brendan Kennedy from BST & Co. CPAs, LLP, Executive Director, Matthew Peter reviewed with the Audit Committee the 2022 Annual, Procurement and Investment Reports which received a positive recommendation to the Board for approval. The Audit Committee session adjourned at 9:05am and returned to open meeting.

**4. Resolution Approving 2022 Annual Report and Independent Audit (Resolution 2023-03-01).**

A motion was made to approve the FY 2022 Audited Financial Statements, Annual, Procurement and Investment Reports, and authorize its filing of the PARIS report to the ABO, in compliance with Public Authorities Law by Bill Pettit, seconded by Jennifer Ceponis and passed unanimously, approving Resolution 2023-03-01.

**5. Review of Financials.**

Executive Director, Matthew Peter, presented the financials to the Board. As of this report, February ended with a surplus of \$688,361 due to receiving \$535,000 in grant funds from the City and ESD. Revenue is currently trending on track at 3% above projections and 16% of Budget. Daily garage and Lot Revenue trended higher this month about 23% above forecast. Event Revenue also trended higher this month at 25% above forecast. Monthly revenue was also 4.9% above forecast for the month.

**6. Enforcement Numbers.**

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

**7. Communications.**

Executive Director, Matthew Peter, introduced two new Albany Parking Authority employees to the Board.

Additionally, it was communicated with the Board that the NCAA events went well and no major issues within the facilities or lots were reported.

## 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. A second Public Outreach meeting will be scheduled once the final study and the financial feasibility are completed and reviewed by Stakeholders.
- ii. APA staff continues to work with Planetaria on the Re-design of the APA Website. The website continues to be moving in accordance with the approved timeline.
- iii. K and R Signs were awarded the contract for the Design and Installation of New Garage Signage RFP. Production has begun and installation is planned for the first week of April.
- iv. Cameras in Lots: Proposals were reviewed and scored. An ARPA Grant was awarded to the APA for this project. Resolution 2023-03-02 was presented to the Board awarding the RFP to the highest scoring Bidder contingent upon the City and APA reaching an agreement to cover the cost of the project in excess of the ARPA grant received by the APA. A motion was made by Bill Pettit, seconded by Jennifer Ceponis and passed unanimously.

Associate Director, Sean Palladino, updated the Board on the Flash Parking PARCS (“Flash”) installation. 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. The APA continues to manage Quackenbush Square effectively. The APA continues to work with the City to explore other appropriate areas where this type of management agreement 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 State Street and Pearl 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 is ready to expand into other areas for App Only, which include Orange Street, Monroe, and a block on Robin Street. Additionally, the APA met with Councilmembers on February 24<sup>th</sup> 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 was approved internally by DOT and sent for final review/approval to the FHWA. 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 completed by mid-April. 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 plans 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 the Common Council unanimously. A draft letter to lot owners is currently being reviewed.

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 the reimbursement requirements for the DRI projects.

**9. Unfinished Business.**

None.

**10. Executive Session.**

On a motion by Bill Pettit, seconded by Jennifer Ceponis and unanimously approved, the Board entered into Executive Session at 9:49am 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 Jennifer Ceponis and unanimously approved, the Executive Session adjourned at 10:07am 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 10:08am.