

MINUTES
ALBANY PARKING AUTHORITY MEETING
October 27, 2022

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:43am, Thursday, October 27, 2022 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, Director of Enforcement Doug Case, Budget Manager Sheiliesh Hylton, General Counsel Allan O'Brien, Special Assistant Stephanie Wright and legal counsel Thomas Owens.

2. Acceptance of Minutes of September 29, 2022.

Following review/discussion, a motion was made to accept the minutes of the September 29th Board meeting by Bill Pettit, seconded by Jordine Jones; passed 3-0.

3. Reports from Finance.

The Finance Committee reported that it had met on October 24th. Committee Chair, Bill Pettit, briefed the Board on the highlights from the Committee meeting. September net income was negative \$94,448 and YTD is positive \$110,708. Cash flow was \$29,448 for the month and negative \$873,285 YTD. The negative cash balance is due to the 2nd installment of the debt service payment (1.5 million) made in July and ongoing New York State Downtown Revitalization Initiative Grant ("DRI") projects (\$772,000) which will be reimbursed by the DRI grant.

Monthly cash flow was driven by increases in event and daily garage revenue. Event income was \$32,000, which represents a \$20,000 increase from last month and \$15,000 over what was forecasted. Daily garage and lot revenue totaled just over \$50,000 which is around an \$800 increase from August and \$3,600 over what was forecasted. Meter revenue totaled over \$215,000, which represents a \$20,000 decrease from August and \$8,000 decrease from what was forecasted. Monthly income decreased slightly around \$250 from August. Additionally, operating expenses were higher than normal due to timing of payments for repair and renovation expenses, which totaled \$217,000 for the month.

Executive Director, Matthew Peter, reviewed the Revenue History with the Board.

4. Review of Annual Budget for 2023 (Resolution 2022-10-01).

Finance Committee Chair Bill Pettit and Executive Director Matthew Peter discussed with the Board, the highlights of the 2023 Annual Budget that was presented to the Committee at the October 24th meeting. A motion was made to approve Resolution 2022-10-01, approving the Annual Budget for 2023, by Jordine Jones, seconded by Bill Pettit; passed 3-0.

5. Review of R&R Withdrawal Request (Resolution 2022-10-02).

Executive Director Matthew Peter reviewed with the Board the request for the R&R withdrawal. The APA currently has \$394,938 in the R&R account and is asking to withdraw \$194,000 for garage repairs. A motion was made to approve Resolution 2022-10-02, approving the R&R Withdrawal, by Bill Pettit, seconded by Jordine Jones; passed 3-0.

6. Reports from Audit.

The Audit Committee reported that it had met on October 24th. Committee member Jordine Jones briefed the Board on the highlights from the Committee meeting. The Committee met with Independent Auditor BST & Co. CPAs LLP (“BST”) Partner, Brendan Kennedy, who discussed the scope of the Annual Audit pertaining to 2022. There was one change request from Audit 2021, to comply with GASB 87 due to existing federal lease agreement(s). No other significant changes are to be expected from the 2021 Audit. It was recommended that the Audit fieldwork will begin earlier than previous years due to APA staff changes. The committee voted to recommend to engage BST for the 2022 Audit.

Additionally, it was reported to the Board that the Committee reviewed the APA Ethics, Defense/Indemnification, Conflict of Interest and Whistleblower policies. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the APA’s directors and employees and to preserve public confidence in the APA’s mission. No changes to these policies were recommended by the Committee. No action to modify or amend the policies were taken by the Audit Committee at this time.

7. Enforcement Numbers.

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

8. Communications.

Executive Director Matthew Peter updated the Board on the dates and location of the annual 2023 IPMI Conference.

9. New Business.

Executive Director updated the Board on the following RFPs:

- i. The Quackenbush Square is complete and operational. The New Entrance into Quackenbush Garage, along with the Public Restrooms will be operational by mid to late-November.
- ii. The APA issued an RFP for the Reuse and Revitalization of Riverfront Garage & Surrounding Areas Feasibility Study on April 18, 2022. On August 16, 2022 the APA awarded BJH Advisors the contract for the RFP. The APA hosted a meeting with Stakeholders and has been involved in weekly conference calls with BJH Advisors. The next step in the project is a public outreach meeting and the APA is planning to hold this meeting at the end of November.
- iii. The APA issued an RFP for a Re-design of the website on June 16, 2022 and proposals were due late July. After review and scoring, the APA awarded Planetaria the contract for the RFP. A test product is expected to be reviewed in 6 months.
- iv. New Garage Signage RFP is expected to be issued in November 2022.

Executive Director updated the Board on the Flash Parking PARCS (“Flash”) installation implementation. The hardware is working well and an improvement to the previous LPR system. Flash is close to meeting its base obligations as requested in the RFP. 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.

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 Skyway, Waterfront and Pedestrian Bridge. The APA has finalized a

draft shared services agreement with the City of Albany for the maintenance and management of Quackenbush Square as well as newly constructed Public Bathrooms which are located within the Quackenbush Garage. A motion was made to approve Resolution 2022-10-06, authorizing the Executive Director to execute the agreement, on behalf of the APA, with the City of Albany to manage the Square and Bathroom, by Bill Pettit, seconded by Jordine Jones; passed 3-0.

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

Marketing and Stakeholder Coordinator Kevin McClintock reviewed the Quarterly Trend Analysis with the Board. This analysis shows the parking passes sold on a quarterly basis compared to 2019, 2020 and 2021.

The Authority's meter pilot program has begun 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.

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, as originally planned. The APA is working with the City and DOT on plans to acquire DOT lots for the installation of the chargers, through a Surplus Property Application which is being reviewed 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. A motion was made to approve Resolution 2022-10-03, authorizing the execution of the agreement with the City to submit the surplus application to the DOT in order for the APA to accept a grant from NYPA to install, maintain and operate an electric vehicle charging station in Central Ave Lot 3, by Jordine Jones, seconded by Bill Pettit; passed 3-0.

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 that would ensure compliance with the ADA and NYS Uniform Building Code. The draft legislation is currently with Common Council and Executive Director Matthew Peter expects to testify in support of the ordinance.

Executive Director, Matthew Peter, updated the Board that the Authority continues to work with the NY Department of State to establish and meet project goals, reimbursements requirements and project timelines 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. The APA continues to work with National Grid on how to meter the new lighting. Final construction documents are expected at the end of November.

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.

10.Unfinished Business.

None.

11.Executive Session.

On a motion by Bill Pettit, seconded by Jordine Jones and unanimously approved, the Board entered into Executive Session at 9:34am to discuss the employment history of certain individuals and to discuss ongoing legal matters. On a motion by Bill Pettit, seconded by Jordine Jones and unanimously approved, the Executive Session adjourned at 9:42am and returned to open meeting. A motion was made to move Resolution 2022-10-04, authorizing the Executive Director to sign a settlement agreement with Gallagher, by Bill Pettit, seconded by Jordine Jones; passed 3-0. Additionally, a motion was made to move Resolution 2022-10-05, approving the Executive Director's Salary, by Jordine Jones, seconded by Bill Pettit; passed 3-0.

Adjournment.

There being no further business, a motion was made by Bill Pettit, seconded by Jordine Jones and unanimously approved, the meeting adjourned at 9:44am.