

MINUTES
ALBANY PARKING AUTHORITY MEETING
November 30, 2022

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:32am, Wednesday, November 30, 2022 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, 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 October 27, 2022.

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

3. Reports from Governance.

The Governance Committee reported that it had met on November 18, 2022. Board Vice Chairman Christopher Burke reviewed the highlights from the Committee meeting with the Board. The ABO requires the Board to conduct an annual evaluation of its performance. Confidential Board Evaluation Forms were provided to the board members to complete, to fulfill the ABO requirement. The summary of the evaluations will be reviewed with the Committee at the February Board of Directors meeting.

Board Vice Chairman Burke updated the Board that the Committee reviewed the attainment of the APA's 2022 Performance Measurements. No comments were received by the Committee regarding these measurements. Long-term goals for the APA were discussed with the Committee. There were no additional suggestions for the 2023 Performance Goals from the APA staff and no further suggestions from Committee Members at this time.

Additionally, the Governance Committee reviewed Committee Assignments for Rotation. After a brief discussion, the Committee agreed to recommend maintaining current Committee assignments.

4. Review of Financials.

Executive Director Matthew Peter presented the Board with the summary of the October Financials. As of this report, October ended with a deficit due to pending payments from the state and city for DRI Projects. Revenue was about 1% under 2023 projections, but we are looking to exceed our 2020 numbers by at least 20%. Special event revenue continues to exceed budget expectations and is still on track to exceed budget expectations. Meter revenue came in at \$203,980 which is 20% above 2020 average meter revenue. Monthly revenue is trending upwards, looking to be about 16% above 2020 total monthly revenue. Daily income and garage lot revenue was \$51,622, which is up 57% from 2020.

5. Enforcement Numbers.

Executive Director, Matthew Peter, reviewed with the Board the year-to-date Enforcement numbers. The Authority will be focusing on increasing Enforcement staff which the City has agreed to.

6. Communications.

None.

7. New Business.

Executive Director updated the Board on the following RFPs:

- i. The Quackenbush Square is complete and operational. The only item left, to complete the New Entrance into Quackenbush Garage, is the delivery and installation of a new garage door.
- ii. The Public Restrooms is in the final punch list phase.
- iii. The APA hosted a meeting with the Riverfront Feasibility Study Stakeholders and has been involved in weekly conference calls with BJH Advisors. The public outreach meeting is schedule for this evening, November 30th, at the Blake Annex. Executive Director was interviewed by WMAC regarding the study.
- iv. The APA awarded Planetaria the contract for the Re-design of the APA Website RFP. A test product is expected to be reviewed in 6 months.
- v. New Garage Signage RFP received two proposals which are currently in review.

Executive Director updated the Board that the Flash Parking PARCS (“Flash”) installation implementation is close to complete. 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 now has an executed Shared Services Agreement with the City.

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

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. Once the Authority is able to increase staffing, the pilot will expand into other areas for App Only.

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 continues to work with the City and DOT on plans to acquire DOT lots for the installation of the chargers, through a Surplus Property Application 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.

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.

Executive Director, Matthew Peter, updated the Board that the Authority continues to work with the NY Department of State to meet project goals and 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. The APA continues to work with National Grid on how to meter the new lighting. The Authority is awaiting final construction documents.

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.

8. Unfinished Business.

None.

9. Executive Session.

On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Board entered into Executive Session at 9:29am 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 9:59am 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 10:00am.