

ALBANY CONVENTION CENTER AUTHORITY
Minutes of the ACCA 2019 Q-3 Meeting
Albany Capital Center, Room 1-A
October 31, 2019, 9:00 AM

ATTENDEES:

Chair Michele Vennard, Vice Chair Michael Skrebutenas Treasurer Steven C. Lerner, Assembly Member John McDonald, Sarah Reginelli, Megan Daly, Matthew Cannon
Others – Lynn Zeronda, Bob Ryan, Duncan Stewart

CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 9:04 AM, and roll call was taken by Chair Michele Vennard, and it was noted that there is a quorum with all members of the Board present except for Michael Hoffman and John McDonald.

APPROVAL OF PREVIOUS MEETING MINUTES:

- Draft minutes from 8-1-19 ACCA Q-2 Board Meeting:
A motion was requested by the Chair and offered by Mr. Lerner; seconded by Mr. Skrebutenas to approve the minutes from 8-1-19 ACCA Q-2 Board Meeting; The motion carried. Megan Daly and Matt Cannon, not in attendance on 8-1-19, abstained.
- Draft minutes from 9-26-19 Audit & Finance Committee;
A motion was requested by the Chair and offered by Ms. Reginelli; seconded by Mr. Cannon to approve the minutes from 9-26-19 Audit & Finance Committee meeting; The motion carried. Megan Daly, John McDonald, and Michael Skrebutenas, not in attendance for the 9-26-19, Audit & Finance Committee Meeting, abstained.
- Draft minutes from 9-26-19 ACCA Special Meeting Budget;
A motion was requested by the Chair and offered by Ms. Reginelli; seconded by Mr. Lerner to approve the minutes from 9-26-19 ACCA Special Meeting Budget; The motion carried Megan Daly and Michael Skrebutenas, not in attendance for the 9-26-19 ACCA Special Meeting Budget, abstained.

TREASURER REPORT: – Mr. Lerner calls upon Ms. Zeronda to present the financial statement dated 9-30-19. Ms. Zeronda reviews the statement of net position and reports that the ACCA is on or near budget in all respects, showing slight increases in H.O.T. receipts over budget and modest decreases in operations costs.

9:08 AM Mr. McDonald joins the meeting

Ms. Zeronda reviews the statement of revenue and expenses, noting the strong performance of the Center in the month of September and summarizes the positive impacts against budget. Income estimates are consistent and the ACCA will begin to realize modest savings from the relocation of the office to within the Capital Center, beginning this quarter.

Economic Impact Committee Report:

Michele Vennard EI Committee Chair, calls upon representative of Discover Albany to present the 2019 Q-3 Economic Impact information.

Mr. Cloutier explains that the Economic Impact Reports are developed quarterly by Discover Albany, using the Destinations International calculator which is updated annually.

Mr. Cloutier reviews the details contained in the 2019 Q-3 Economic Impact Report, noting those new events, and highlighting the specific impacts. Mr. Cloutier compared the current economic impact information to that from the corresponding quarter in 2018, noting steady improvement and that direct spending data clearly speaks to the positive impact of conventions and sports events on the region and the need to pursue these going forward. Highlighted events include the Public Employees Federation with over 1000 hotel rooms, the return of the Auto Recyclers convention and the last in the 3 year commitment with the NYS Council of Human Resource Management. As the latter has a rotating schedule, the hope would be to have NYS CHRM return 4 years from now. The Veg-Fest drew some 2000 guests on a Sunday this fall and again the Albany Capital Center hosted the Bar Exam, in this instance utilizing one of the Capital Complex Partners, with portions of the Empire State Plaza dedicated to the exam as well. The values for the life of the facility were summarized and all indicators are trending upward.

Mr. Skrebutenas asks about the Trade Show numbers which appear to be lower. Mr. Cloutier offers that many conventions included a trade show component and as such the distinctions are blurred.

Mr. McDonald notes the change in social & meetings numbers. Ms. Vennard offers that the increase in convention bookings at the ACC, will continue reduce the number of available dates, resulting in business compression and importantly increasing opportunities for other locations within the Capital District.

Ms. Vennard notes the on-going access and parking issues as having the potential for negatively impacting not only the sales of this building but those of the destination as well, offering that the time to solve it is now, before business is lost.

In review of the strategic communications update provided by Gramercy, Ms. Vennard notes the modest number of internet responses and that additional stakeholder communication, via email, including to the newly elected following the upcoming election will be issued in November

AUTHORITY OPERATIONS REPORT:

Ms. Licygiewicz, Director of Sales for the Albany Capital Center presented the facility marketing and sales report for 2019 and projections for 2020, as of 10-31-19. Comparisons were drawn from the past year and indications are that the facility is on pace with 2018 and for 2020. The post event survey responses received through the end of Q-3 were presented and the satisfaction levels for the metrics presented indicate consistent performance.

AUTHORITY OPERATIONS REPORT (continued):

Doug McClaine, General Manager of the Albany Capital Center summarized the recent change in corporate management and name change to ASMGlobal and reviewed the management assignments at the corporate level. The local team will remain in place as will those corporate managers familiar with and to this facility.

Mr. Stewart reviewed the 2020 board and committee meeting schedule, confirmed the office relocation, and summarized the final costs for the mezzanine project as being under budget by \$55,674.56 including those misc. improvements to increase operational efficiencies that were completed using unapplied contingencies.

LEGAL REPORT:

Mr. Ryan clarified for the record, that a Board member who was not present for any given meeting, is ineligible to vote on the motion pertaining to the minutes of that meeting. Mr. Ryan also clarified for the record that should such abstentions occur, as was the case for the approval of the minutes at this meeting, provided a quorum is present, only four affirmative votes is necessary to pass any resolution that does not require the expenditure of money or affect contract rights or property per the Authority's enabling legislation.

CHAIR REPORT:

Ms. Vennard asked Jill Delaney of Discover Albany to comment on the upcoming Hospitality Summit, another in the on-going series. Ms. Delaney confirms the date as 11-21-19, and the location as SUNY Poly on Fuller Road, with registration beginning at 7:30 AM. The speakers will include representatives from Albany Airport, CDTA, ESD, and the ACCA.

PUBLIC COMMENT:

There were no public comments

EXECUTIVE SESSION:

A motion was requested by the Chair and offered by Mr. McDonald; seconded by Mr. Cannon to leave Regular Session and enter an Executive Session.

The reasons for entering an Executive Session today are to discuss current litigation and the proposed sale of real property, which if publicly discussed would affect the value thereof.

The motion carried and was unanimously approved. The ACCA Board entered Executive Session at 9:48 AM

A motion was requested by the Chair and offered by Mr. McDonald; seconded by Mr. Cannon to return to Regular Session with the notation that the ACCA Board took no action while in Executive Session. The motion carried and was unanimously approved. The ACCA Board reentered Regular Session at 10:25 AM

OTHER BUSINESS:

In the matter of Kasselmann Electric Co. Inc. v. The Albany Convention Center Authority a Motion to approve a settlement with Kasselmann Electric Co. Inc. in the amount of \$600,000.00 and to authorize the Executive Director to execute any such settlement agreements based upon the satisfaction of Counsel and the Executive Director with the approval of the Chair, was recommended by Counsel and offered for the consideration of the Board.

A motion was presented by Mr. Lerner and seconded by Ms. Daly to approve the settlement in the amount of \$600,000.00 and authorize the Executive Director to execute any such settlement agreements based upon the satisfaction of Counsel and the Executive Director with the approval of the Chair. The motion carried.

10:25 AM Ms. Reginelli left the meeting

In order to facilitate the transfer of the surplus lands of the Authority to CAC, a Motion to approve an Agent agreement with CAC for the temporary management of the lands by the Authority until such time as CAC can retain the services of a full time property manager was offered for consideration of the Board.

Ms. Vennard, out of an abundance of caution, again disclosed to the board her membership on the board of CAC in reference to a proposed transfer of certain land, including E-Comm, from the ACCA to CAC and therefore, again, recused herself in this matter.

Ms. Daly asked about the scope. Mr. Ryan affirmed that it would be temporary, minimal and for a nominal cost. Ms. Daly noted that it would be a matter of good will.

A motion was presented by Mr. McDonald; seconded by Ms. Daly to approve an Agent Agreement with CAC for the temporary management of the surplus properties and authorize the Executive Director to execute any such agent agreements based upon the satisfaction of Counsel and the Executive Director with the approval of the Chair. The motion carried.

ADJOURN:

Having no other business before the Board, A motion to adjourn was requested by the Chair and offered by Mr. Lerner, seconded by Mr. Cannon, the motion carried, and the meeting adjourned at 10:29 AM

Next Meeting: Thursday 1-30-20 9:00 AM, Albany Capital Center, 55 Eagle St