

**ALBANY CONVENTION CENTER AUTHORITY
MEETING MINUTES
CAHILL ROOM, HAROLD JOYCE OFFICE BUILDING
DECEMBER 28, 2007**

ATTENDEES

George Leveille, Lori Harris, Jack McEneny, Brad Rosenstein, Gavin Donohue, Joseph Pennisi, Michael Perrin, Michele Vennard - Absent - L. Lloyd Stewart

CALL TO ORDER AND ROLL CALL

Meeting was called to order at 8:35 and a roll call was taken by Chairman Leveille.

PUBLIC COMMENT PERIOD

Kay Wilkie – International Center of the Capitol Region

APPROVAL OF PREVIOUS MEETING MINUTES

The November 30, 2007 meeting minutes were reviewed. A motion was made by Mr. Donohue to adopt the meeting minutes, seconded by Mr. McEneny; unanimously adopted.

BUSINESS REPORTS:

- **Chair Report** – No business.
- **Treasurer Report** - Mr. Pennisi went over the November financials; summary of net assets and summary of revenue and expenses for the ACCA.
- **Authority Report**
 - a. **Planning and Development** – Duncan Stewart
 - i. **Master Planning** – The Authority is preparing a District Master Plan that responds to the Base Plan for the Convention Center construction and Hotel, parking facility, additional deck to the Green-Hudson Garage and optional elevated pedestrian bridge to the Times Union Center. The meeting with DOT was productive and confirmed their willingness to collaborate with ACCA to resolve the transit and bus circulation issues, along with the development of the Phase 2 Intermodal Center. The draft GEIS report could be ready for adoption by the ACCA board as soon as the February 1, 2008 board meeting.
 - ii. **Construction Management** – In conjunction with the Architect the CM has developed preliminary cost model information which separates the convention center and hotel as well as the parking for the convention center and that for the hotel along with those improvements to the infrastructure. This will become the basis for the Probable Cost Model to follow.

iii. **Design Team** – The design team cost consultant, Davis Langdon, has completed preliminary draft cost model templates, a reconciliation meeting with the two groups occurred to address the difference between and CM’s estimate and Davis Langdon. Updates are being made to the building program systems narrative and square footage recommendations; the full site survey has begun. The limited geotechnical soil boring investigation should be completed this week, on going investigations on the existing chilled river water line for potential use by this project.

b. Affirmative Action/Economic Inclusion Plan - Deborah Williams-Muhammad

DWM Associates continues its work with the Authority on the Economic Inclusion Plan. Specific areas of focus included working to better define the Universal Design specs for inclusion cost estimates. Areas of input included the exact number of accessible hotel rooms. Additionally DWM Associates continues to meet with local MWBE’s to assist them with capacity building, especially as it relates to becoming NYS MWBE-certified. DWM Associates is also is the facilitation of additional community outreach through downloading meetings to local sites like community centers. This will help to ensure more public access and participation. Assemblyman McEneny suggested contacting WMHT television station for broadcasting future ACCA Board Meetings.

c. Operations update - Al Sorrentino

- i. Operator(s) negotiation update – Currently, working on the draft Letter of Intent and Term Sheets for Starwood and SMG, the letters will go out early next week.
- ii. Ethics Commission Documents update – The ACCA is waiting for a few more Certification of Independence forms from Board Members. A letter was sent to the Ethic Commission that will begin the process of notification to all ACCA Board Members for Financial Disclosures Statements that need to be filed.
- iii. In accordance with Executive Order 3, a report was filed with the Secretary to the Governor regarding our webcasts for 2007.
- iv. Filing of the required reports on the PARIS system has begun to ensure compliance with the Authority Budget Office and State Office of the Comptroller.

d. Legal Report – Robert Ryan, General Counsel

- i. A draft resolution was proposed by Mr. Ryan for the purpose of Public Authority Accountability Act (PAAA) for employees of the ACCA. The Executive Director, Duncan Stewart, would fall into the category of a Policymaker and/or exceeding the salary threshold. A motion was made by Mr. McEneny to adopt the resolution designating Mr. D.

Stewart as a Policymaker; seconded by Mr. Pennisi; unanimously adopted.

Other Business

No other business was conducted.

Adjourn

A motion to adjourn was made by Mr. Rosenstein; seconded by Mr. McEneny; unanimously adopted.

Next Meeting Date & Time:

Friday, February 1, 2008 - 8:30 AM

112 State Street – Cahill Room

Harold Joyce Office Building