



AGENDA
OPERATIONS COMMITTEE MEETING
APRIL 27, 2026 1:00 PM

***This will be a Hybrid Meeting held in person in the
Union Station 4th Floor West Conference Room and via Zoom***

Join Hybrid meeting via Zoom:

<https://us06web.zoom.us/j/86438864606?pwd=a8Vlf9veatnsBYmqNhFIKGPsnHhOP6.1&from=addon>

Meeting ID: 896 3356 8800
Passcode: 501407

One tap mobile
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Find your local number: <https://us06web.zoom.us/j/86438864606>

I.&II. CALL TO ORDER and PUBLIC COMMENT

Please notify Fortunata Houde (fhoude@nhparking.com) in advance if you have a desire to speak during the Public Comment section or on a specific agenda item.

Please Note: This will be a hybrid meeting. Any member of the public may attend in person or request, in writing, a physical location and any electronic equipment necessary to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, the committee is not required to adjourn or postpone the meeting. Access can be from anywhere by an electronic device that has Zoom program at the address provided above in the Agenda Notice or by phone at the number set forth above in the Agenda Notice.

III. APPROVAL OF THE MINUTES

Approval of the Minutes from the March 23, 2026 Operations Committee Meeting

IV. APPROVAL OF MOTIONS OF THE OPERATIONS COMMITTEE

•**Motion A: Revised Exhibits A and B to the Capital Funding Agreement**

•**Motion B: To Enter into Amendment #1 to the Professional Services Agreement with Svigals + Partners to Provide Professional Engineering and Architectural Services for the Enabling Project – Phase 2 at Union Station Building, NHPA Project #26-009, to Renovate the existing Public Restrooms on the First Floor and Second Floor West.**

•**Motion C: To Enter into Amendment #2 to the Professional Services Agreement with Svigals + Partners, to Provide Professional Engineering and Architectural Services During the Negotiated Procurement and Construction Phases for Enabling Project – Phase I at Union Station Building, NHPA Project #23-051, to Include the Interior Improvements which are Deleted from the State-of-Good Repair Project for the Building, NHPA Project #23-020.**

•**Motion D: To Enter into Change Order #1 to the Agreement with Frank Capasso & Sons, Inc. for Architectural Repairs and Improvements at the Union Station Building, New Haven, Connecticut, NHPA Project #23-020.**

V. MONTHLY STATION AND PARKING MANAGER REPORTS

Present, Read and File

Agenda and Brokerage Manager Report
Operations, Occupancy, & Security
Finance and Variance
Capital Projects

VI. BROKERAGE MANAGER REPORT

Concession and Office Agreements

All existing sublease and concession agreements are currently operating on a month-to-month holdover basis. A waiver request with the Bureau of Education and Services for the Blind (BESB) covering all retail spaces at Union Station is scheduled for the Commission's June agenda.

Greyhound

NHPA has received comments from Greyhound and incorporated edits into the draft lease for approval. City legal provided approval via email on April 15, and NHPA is awaiting review and approval from CTDOT legal before circulating the document to Greyhound for final execution. In the next communication, NHPA will issue a formal notice establishing a required vacate date of no later than January 27, 2027, to return the space to the landlord in advance of the planned restroom construction (B2 / B8).

Avis

A draft Surrender Agreement has been transmitted to Avis, and the company has agreed to the proposed terms as approved by the Operating Committee. Avis has coordinated directly with Whiting-Turner regarding completion of its tenant improvements and is aware of the anticipated 2nd floor possession date of December 11, 2026, as well as a required 1st floor vacate date of no later than January 27, 2027, including relocation.

Amtrak

Amtrak has received a draft amendment to the Rail User Agreement addressing ticket vending machine (TVM) placement and introducing the PRIIA language, with no changes to payments currently made in the month-to-month state of tenancy. On April 24, 2026, Amtrak participated in a station walkthrough with the design team and representatives from CTDOT, the City, and NHPA. Amtrak's relocation remains a critical path item to enable new retail spaces associated with Projects #23-051 and #26-009. The walkthrough provided valuable feedback from users regarding the proposed shared information booth and ticket windows as well as Amtrak PD needs. Following final determinations of space needs, new agreements will be drafted addressing leased office space, shared use of ticket windows, the future information booth, TVMs, and PRIIA-related reimbursements.

Bureau of Education and Services for the Blind (BESB)

A waiver request for all Union Station retail spaces will be presented to the BESB Commission in June, which then would allow for August launch of retail leasing efforts. Design for a new retail location within the tunnel is underway as part of Project #23-051 Amendment 1. Design for a new TVM/Vending concept in West End as part of #26-009 Phase 2 ESD. A formal agreement with BESB is currently being drafted by NHPA legal.

TASI Lease and Construction – 4th Floor

The agreement with TASI has been drafted is awaiting email approval from City and CTDOT legal teams. Coordination is ongoing with Metro-North Railroad surrender agreement for an existing closet space necessary to execute the 4th floor lease. Following lease execution, the next step will be approval of tenant work. TASI has begun bidding its tenant improvements and will submit final plans for review. Additional agreements will be required to address shared use of future ticket windows, the information booth, TVMs, and PRIIA-related reimbursements.

NHPA Lease and Construction – 2nd Floor

The NHPA lease for the second floor were approved at the October 27, 2025 Operations Committee meeting. Final design and lease documentation will be advanced in coming months as other leases are finalized.

Metro-North Railroad

A surrender agreement for Metro-North Railroad data closet, restrooms, and conference room on the 4th floor has been finalized and is awaiting email approval from City and CTDOT legal teams. Future new agreements will address continuing occupancy of 4th floor office space, shared use of ticket windows, the information booth, TVMs, and PRIIA reimbursements.

Rail-User Agreement / PRIIA / Common Area Maintenance Fees for Concourse Operations

Rail operators contribute proportionate shares of building operating expenses, including elevators, escalators, and other common systems. CTrail, the City, and NHPA recently convened an initial meeting to establish a framework for allocating and reimbursing costs at both Union Station and State Street Station. The intent is to incorporate PRIIA-compliant cost-sharing provisions into future lease and operating agreements.

VII. NEW / OLD BUSINESS

Presentation of the Draft FY2027 Budget

NHPA will present an updated draft of the FY2027 budget and associated schedules. This will include a discussion of projected FY2026 budget variance and a proposed May vote to authorize the use of capital funds in accordance with the Leasing, Operating, and Funding Agreement.

Real Estate Brokerage – Marketing and Hiring

Final drafts of the marketing clings for the station scaffolding have been completed. An offer has been extended for the brokerage role; we are currently awaiting the candidate's response.

Information Boards

The design team is preparing a proposal to modernize the station's information boards for discussion at a future meeting. This includes both large, ground-mounted displays and smaller wall-mounted screens.

Enabling Project Phase 1 and 2

Whiting-Turner Construction Schedule for Phases 1 & 2 dates 4/8/26 distributed with work commencing 9/28/26 and continuing through 3/17/28
Updated schedules from FCA dated 4/21/26 for Phases 1 & 2
Phase 1 is amended by a motion to incorporate the State of Good Repair – Building project
Phase 2 is amended by a motion to add the existing public restrooms renovations

Elevators for Office Towers

NHPA's elevator consultant has obtained a quote from Schindler Group to modernize both office tower elevators. NHPA recommends establishing a total project budget of \$1.35 million. This item is presented for discussion.

Table-Top Exercise

The recent tabletop exercise was successful, with strong participation and valuable feedback from all agencies. Feedback received to schedule another exercise to work on flooding scenarios. The City of New Haven Office of Emergency Management has shared after action summaries and feedback on the session.

VIII. EXECUTIVE SESSION

Not anticipated to be utilized

IX. ADJOURNMENT & CAMPUS TOUR (FOLLOWING)