

CAPITAL IMPROVEMENT BOARD OF MANAGERS
OF MARION COUNTY, INDIANA
Minutes of Meeting
Friday, March 13, 2020-8:30 am
Indiana Convention Center
Meeting Room 130

A Meeting of the Capital Improvement Board of Managers of Marion County, Indiana ("Board") was held on March 13, 2020 in the Indiana Convention Center in Meeting Room 130. Board Members present included Melina Kennedy, David E. Corbitt, David Ruhmkorff, Jim Dora Jr., Maggie A. Lewis, Brenda Myers, Earl Goode, Sarah Fisher, as well as Ex-Officio Leonard Hoops. Board Member Michael C. Terrell was absent. Others in attendance included Andy Mallon, Executive Director, Mary Solada, General Counsel, Dentons Bingham Greenebaum LLP ("DBG"), Tom Boyle, Director of Operations, Kobi Wright, Business Operations Director and Senior Staff Counsel, Eric Neuburger, Stadium Director, Debbie Hennessey, Convention Center Director, Tim Kuehr, Chief Financial Officer, James Wallis, Visit Indy ("VI"), Chris Gahl, VI, Daren Kingi, VI, David Sease, SGA, and members of the media. (A copy of the list of those who signed in upon arrival is attached hereto.)

Ms. Kennedy began the meeting by addressing the recent outbreak of the COVID-19 virus and acknowledging the challenging times that society is facing on a global scale. She asked Mr. Mallon to update the Board on the current effect this situation is having on the CIB and the measures currently being taken by staff to minimize negative effects moving forward. Mr. Mallon began by recognizing the CIB's partners at the State and City level, in particular Governor Holcomb's office and Mayor Hogsett's office, and the Departments of Health for both the State and Marion County. He cited both Dr. Kristina Box and Dr. Virginia Caine as valuable resources to everyone involved and emphasized the appreciation for all of their hard work. He then recognized the CIB staff in the building working to keep the building as clean and sanitary as possible. He acknowledged the Sales and Event staff for all of their recent efforts contacting clients and answering all of their questions with regard to the virus and how it would affect particular events as well as working to reschedule events later in the year. Mr. Mallon stating that everyone has really stepped up and done a great job and asked that they continue in this manner as this situation progresses. He explained that measures had been put in place by local and State government to keep the health risk to a minimum moving forward and these changes will impact how the CIB conducts business. He explained Governor Holcomb issued recommendations limiting events to a maximum capacity of 250 people and this was implemented by Mayor Hogsett in Marion County for a period of 30 days which will be re-evaluated on a daily basis and updated as necessary. Mr. Mallon emphasized that at this time the main priority is the health and safety of the employees and guests of the CIB. He explained that measures were taken to be fully stocked with hand sanitizer, cleaning and paper products in anticipation of this pandemic. He noted that staff has been added to ensure the entire building is cleaned and disinfected on a daily basis and the HVAC has been adjusted to continually keep air moving in the building as well as

installing hospital grade filters in the HVAC equipment as a further precaution. Mr. Mallon noted that there were no reported infections in the building of any employees or guests which was encouraging. Mr. Mallon explained that at this time the staff was focusing on rescheduling the business that has been postponed due to the health crisis and taking care of any building maintenance that can be done during this time while continuing to follow protocol set forth by the Governor and Mayor. Ms. Kennedy thanked Mr. Mallon for the update and for his leadership during this difficult time.

Ms. Kennedy introduced the **Approval of Minutes** for the Friday, February 7, 2020 meeting. Upon a motion by Mr. Goode and seconded by Mr. Dora, the Minutes were unanimously approved as presented.

Mr. Kuehr presented the **Financial Update** to the Board as per the supporting documentation, which is attached hereto and made a part of these minutes. Mr. Kuehr reviewed the financial statements for the month and year to date with the Board members explaining variances from budget and answering questions as necessary. Ms. Kennedy asked if there were any additional questions for Mr. Kuehr regarding the Financial Update and there were none at this time.

Ms. Kennedy introduced the next agenda item **VI Updates** as attached hereto and made a part of these Minutes and presented by Leonard Hoops. Mr. Hoops updated the Board on the Hotel Market Share Performance for the previous month and explained the VI Room-Night Production by Year, Venue and Market Segment, highlighting recent significant Sales Bookings and Sales Events and comparing this years' results to past years results using data and graphs. He also informed the Board about Major Groups scheduled for the upcoming months. Mr. Hoops stated this staff has been engaged with clients, working to find new dates for any events that needed to be postponed due to the COVID-19 virus, as well as assisting clients in envisioning a modified version of the original event. He assured the Board members that every attempt was being made to postpone or reschedule events impacted by these new guidelines, rather than cancelling them. He also noted VI was being proactive about minimizing expenses and scheduling less travel for the time being, but remaining optimistic about the business prospects and continued recovery after this crisis has passed due largely in part to the strong VI pipeline. Mr. Mallon took this opportunity to recognize the VI staff for their efforts working with the CIB staff during these recent events, saying there was incredible teamwork within the group. In particular Mr. Mallon wished to thank Mr. Hoops, Chris Gahl, Susie Townsend and Joyce Meyers for their dedication and hard work during this challenging situation. After further inquiries and discussion by the Board and Mr. Hoops regarding VI's current status, Ms. Kennedy thanked him for his report and asked if there were any further questions for Mr. Hoops and there were none at this time.

Ms. Kennedy introduced the next agenda item **ICCLoS Sales Report** as attached hereto and made a part of these Minutes and presented by Debbie Hennessey and Eric Neuburger. Ms. Hennessey shared information from the current Sales Activity Report highlighting total attendance and occupancy figures, as well as the breakdown of attendees for various exhibit halls and ballrooms located in the Building. She also

presented the Monthly Activity report illustrating the variance from month to month and year to year with regard to occupancy and attendance totals. Ms. Hennessey highlighted noteworthy events occurring in the previous month including the Water & Wastewater Equipment, Treatment & Transport Show (“WWETT”), Do-It-Best Spring Market and Circle of Stars Gymnastics. Ms. Hennessey noted that the Sales staff had been working closely with the VI team to work through the rescheduling issues related to the COVID-19 Virus. The Sales and Event staff were doing everything in their power to reach out to customers and be accommodating and accessible during this time. Ms. Hennessey introduced Monique Wise, a member of her Sales team, to the Board informing them Ms. Wise was recently promoted from National Sales Manager to Senior Sales Manager and praised her efforts in assisting the Executive staff during the COVID -19 situation. After further inquiries and discussion by the Board and Ms. Hennessey regarding her presentation, Ms. Kennedy thanked her for her report and asked if there were any further questions for Ms. Hennessey and there were none at this time.

Ms. Kennedy introduced Mr. Neuburger to present the Lucas Oil Stadium (“LOS”) portion of the report. Mr. Neuburger highlighted noteworthy events occurring at LOS in the previous month including Monster Jam which had its best attendance numbers and highest grossing shows ever at LOS. He informed the Board that the WWETT show moved on to the field for its first time event at LOS, which gave staff the opportunity to use the Omni-Deck flooring products which protect the field for the first time as well with great reviews from the staff regarding the ease of the set-up and take down of the product. Mr. Neuburger also mentioned the return of the NFL Combine, noting there were some adjustments made to accommodate an increased amount of prime time media coverage which garnered a good response from the NFL. After further inquiries and discussion by the Board and Mr. Neuburger regarding LOS’s current status, Ms. Kennedy thanked him for his report and asked if there were any further questions for Mr. Neuburger and there were none at this time.

Mr. Mallon presented the **Virginia Avenue Garage Concrete/Waterproof Restoration** agenda item as attached hereto and made a part of these Minutes. Mr. Mallon explained the BID package for the referenced project involves concrete repairs and expansion joint angle iron replacement on Level 4 and removal and replacement of existing water proof membrane as well as the removal and replacement of the existing expansion joints on Level 5. Consistent with Indiana’s Public Procurement Laws, the CIB published Invitations to Bid. The low bid was submitted by Browning Chapman, LLC, in the amount of \$1,717,000.00. Mr. Mallon explained that staff and counsel have reviewed all the documents and recommend awarding the contract to Browning Chapman, LLC, in the amount of \$1,717,000.00 as its bid is both responsive and responsible. After further inquiries, questions and discussion by the Board and the presenters, and after a motion by Mr. Dora, as seconded by Mr. Corbitt, a contract with Browning Chapman, LLC, for the Virginia Avenue Garage Concrete/Waterproof Restoration was unanimously approved as presented.

Mr. Mallon presented the **BLF ANC Supply Contract** agenda item as attached hereto and made a part of these Minutes. Mr. Mallon explained the agenda item involves a

supply contract providing video support equipment with software upgrades to the existing video production system at BLF. The referenced supply contract is also based on certain facts presented by the Pacers. It has also been determined the CIB can utilize a sole source supplier under the procurement statute. The referenced supply contract's base cost and 3 alternates equal to \$1,247,922.00. Mr. Mallon explained that staff and counsel have reviewed all the documents and recommend awarding the contract to ANC in the amount of \$1,247,922.00. After further inquiries, questions and discussion by the Board and the presenters, and after a motion by Mr. Ruhmkorff as seconded by Ms. Fisher, the BLF ANC Supply Contract was unanimously approved as presented.

Mr. Mallon presented the **BLF FF & E Supply Contract** agenda item as attached hereto and made a part of these Minutes. Mr. Mallon explained this item involves a supply contract providing furniture and equipment for the event level and key bank level of Phase one of the BLF Expansion project. Consistent with Indiana's Public Procurement Laws, the CIB published Invitations to Bid. The low Bid was submitted by RJE Business Interiors in the amount of \$2,417,762.60. Mr. Mallon explained staff and counsel have reviewed all the documents and recommend awarding the contract to RJE Business Interiors in the amount of \$2,417,762.60, as its bid is both responsive and responsible. After further inquiries, questions and discussion by the Board and the presenters, and after a motion by Mr. Dora as seconded by Mr. Ruhmkorff, a contract with RJE Business Interiors for the BLF FF & E Supply Contract was unanimously approved as presented.

Mr. Mallon presented the **Intel Replay System – Contract Renewal** agenda item as attached hereto and made a part of these Minutes. Mr. Mallon explained the CIB entered into a License and Access Agreement, effective July 2017, to construct the Intel 360 Replay system in Lucas Oil Stadium. This proposed amendment will extend the term of the agreement until March 31st, 2023. The Indianapolis Colts have a separate agreement with Intel which requires Intel to record and provide the club with 360 replay of certain club events. The Colts also entered into an agreement with Intel to extend the term of their agreement until March 31, 2023. Staff and Counsel have reviewed all the documents and recommend the extension of the license and access agreement. After further inquiries, questions and discussion by the Board and the presenters, and after a motion by Mr. Ruhmkorff as seconded by Ms. Fisher, the Intel Replay System Contract was unanimously approved as presented by the Board.

Ms. Kennedy introduced the next agenda item **Disposal of Obsolete Equipment** as attached hereto and made a part of these Minutes and presented by Andy Mallon. Mr. Mallon noted the list of equipment has been reviewed by Staff and found to have no book value. Pursuant to a motion by Mr. Dora and seconded by Mr. Ruhmkorff, the Disposal of Obsolete Equipment was unanimously approved by the Board.

Ms. Kennedy introduced the **Claims** as attached hereto and made a part of these Minutes and presented by Andy Mallon. There were no questions from the Board. It was decided to vote on each Claim separately and upon a motion by Mr. Goode and seconded by Ms. Lewis, Claim 8374G was unanimously approved as presented. The second voucher was considered at this time and upon a motion by Mr. Goode and seconded by Ms. Lewis,

Claim 8427C was unanimously approved as presented. Mr. Mallon reminded the Board that when BLF vouchers are presented to the Board, there are two types, one is for operating expense (which are paid with CIB budgeted and appropriated funds) and the second type is for project construction vouchers (which are funded from a trustee held account of the Marion County Convention and Recreational Facility (“Authority”) that is comprised of bond monies borrowed for these specific construction projects and for which the CIB acts as the Authority’s agent when reviewing and making those payments). There were no additional questions from the Board and upon a motion by Mr. Goode and seconded by Ms. Lewis the BLF Confirming Construction Claims B202 were unanimously approved as presented.

There being no **Other Business** to address and no **Public Comment**, the meeting was adjourned.

Melina Kennedy, President
THE CAPITAL IMPROVEMENT BOARD
OF MANAGERS
OF MARION COUNTY, INDIANA

David Ruhmkorff, Secretary
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