

CAPITAL IMPROVEMENT BOARD OF MANAGERS  
OF MARION COUNTY, INDIANA  
Minutes of Meeting  
Friday, May 8, 2020-8:30 am  
Indiana Convention Center  
Via Teleconference

A Meeting of the Capital Improvement Board of Managers of Marion County, Indiana ("Board") was held on May 8, 2020. Due to the Declaration of Public Health Emergency due to the COVID-19 virus and to ensure compliance with the social distancing guidelines and consistent with the Governor's Orders, this meeting took place via teleconference. Board Members in attendance included Melina Kennedy, David E. Corbitt, Michael C. Terrell, David Ruhmkorff, Jim Dora Jr., Maggie A. Lewis, Brenda Myers and Sarah Fisher as well as Ex-Officio Leonard Hoops. Board member Earl Goode was not present on the teleconference. 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, Art Kodroff, Controller, Chris Gahl, Visit Indy, ("VI"), David Sease, SGA, Lisa Vielle, Well Done Marketing and members of the media. (A copy of the list of those who were in attendance on the call is attached hereto.)

Ms. Kennedy introduced the **Approval of Minutes** for the Friday, April 10, 2020 meeting. Upon a motion by Mr. Ruhmkorff and seconded by Mr. Terrell, 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.

### **Field House Management Report**

Mr. Kuehr directed the Board to an additional report in the packet, attached to and made a part of these Minutes, which includes financial information from Fieldhouse Management, LLC as required, pursuant to Section 6(b) of the CIB Operating Agreement with the Pacers. He explained that this is the Statement of Revenue and Expenses for the quarter ending March 31, 2020. Mr. Kuehr informed the Board this information has been certified by Fieldhouse Management Treasurer, Kevin Bower who was present to answer any questions. Mr. Bower presented a brief report to the Board after which Ms. Kennedy asked if there were any further questions for Mr. Bower and there were none at this time. Ms. Kennedy thanked him for attending the meeting and for the update.

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, comparing this years' results to past years results using data and graphs. Mr. Hoops explained the occupancy for March in Marion County was 37.2% while the national average for the month was 39.4%. He explained VI was at 77% of their goal TYD with regard to booking which was slightly a better booking pace than the 12 year average since beginning to sell the Convention Center Expansion in 2008. Mr. Hoops also noted that VI had approximately 175,000 cancelled room nights for the year for groups that were planning on booking in March, April and May of this year adding that in most instances these groups were moved into new dates either later this year or into future years as he and his team are trying to rebook as many events as possible rather than cancelling. Mr. Hoops reported that VI's lead pipeline looks to be in good shape at 123% pace of their YTD goal meaning there is a lot of pent up demand for trade shows and which he views as a good sign that once the COVID 19 situation is over there will be a lot of business to book. Mr. Hoops explained that VI had recently participated in a Digital State of Tourism event with over 700 participants including Mayor Hogsett, civic leaders and members of the hospitality industry. He informed the Board that VI recently kicked off the Indy Tourism Recovery Task Force adding that both Mr. Mallon and Ms. Hennessey were members of the group. He explained that Indy Tourism Recovery Task Force has the following four objectives:

- Clarify and implement government mandates
- Identify things that are not mandated but are highly recommended or considered the best standards
- Develop Marketing messages around whatever Indy is doing
- Look at ways to welcome people back 'Indy Style'

Mr. Hoops also mentioned he would be participating in the newly launched Indiana Destination Recovery Council which, under the direction of the Lieutenant Governor, would advise the State Economic Recovery Team on how tourism should be best supported with the federal funds distributed throughout the state overall while supporting the tourism industry as a whole. He thanked fellow Board member Earl A. Goode for recommending him to the Council. Ms. Kennedy asked if there were any questions for Mr. Hoops.

Mr. Dora inquired as to how VI and the CIB would be addressing attrition issues as efforts are made to rebook and reschedule events. Mr. Mallon explained that they plan on releasing groups from their attrition clauses noting that booking an event, even if it is on a smaller scale than usual, is better than not booking a show at all. He noted that Indy was the first city to offer a zero attrition campaign at Mr. Hoops' recommendation and the idea had received good feedback nationally. He added that with all the uncertainties concerning booking events right now, this no attrition clause will give clients the added confidence to commit to rebooking their events. There were no further questions for Mr. Hoops.

Mr. Mallon updated the Board regarding the status of reopening of events in the Facility. He explained the Governor has implemented a program entitled “Back on Track” which includes five stages of how the Governor intends to move forward with regard to the reopening of the economy of the State of Indiana. He explained this program included an executive order referring to the first two stages of the “Back on Track” plan that stipulate under the initial two stages large sports venues are to remain closed to the public. He explained this stage is set to last until at least June 14<sup>th</sup> and added the ultimate goal is to be in stage 5 by July 4<sup>th</sup> which would allow for normal full capacity. Mr. Mallon explained that Marion County has been affected to a greater degree by the virus than most of the rest of the state and because the CIB is located in Marion County, the reopening of the Facility could be delayed. He explained currently Marion County is approximately two weeks behind the remainder of the state and while it remains hopeful that Marion County will catch up with the rest of the state of Indiana but this will not be determined until that time and will depend on the circumstances. Mr. Mallon noted that he looked to receive greater direction from the Mayors’ office the following week. He noted that he and his staff were planning on being able to open either by June 14<sup>th</sup> or by July 4<sup>th</sup>, but always with the caveat that it could be delayed depending on the circumstances. He added that the CIB executive staff is implementing protocols to allow staff to return to the building in the earlier stages so that the readiness of the buildings can be ensured and explained that Ms. Hennessey and Mr. Neuburger would give the Board further details on this in their reports. Ms. Kennedy asked if there were any questions for Mr. Mallon regarding this place to reopen at this time and there were none.

Ms. Kennedy introduced the next agenda item **ICCLOS Sales Report** as attached hereto and made a part of these Minutes. She also introduced Debbie Hennessey to present the report. 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 explained that the CIB did not host any events in the month of April and she and her staff were using this time to plan for reopening. She further explained that currently they were looking to have the events that were normally scheduled for March to be rescheduled for July. She also shared she was working with the task force and with an international group of Sales and Event Coordinators discussing best practices and strategies for reopening as well as reaching out to our clients that come in the building and the ICCLOS staff. She informed the Board of some of the new protocols that had been put in place for when the building reopens including temperature checks for all staff when they return to work upon entering the building, cashless points of sale, touchless bathroom fixtures, stationary and portable hand sanitizer stations, sneeze guards at the reception desk in the lobby area and updated floor plans outlining the recommended 6 ft. social distances. She also noted that the housekeeping staff will be wearing bright green shirts so they are highly visible to guests and the implementation of an electrostatic system of quick cleaning of an entire area in as little as a few minutes.

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 informed the Board that he and his staff were excited to continuing to be able to do essential work with the Midwest Food Bank using the Stadium to gather food and other donations and packaging them for distribution to local food banks to assist the needy during this pandemic. He mentioned that many of the staff had taken the opportunity to participate in the meal packaging and he and his staff were grateful to be able to assist in such a rewarding and worthwhile process. He also stated that his staff was taking care of the Stadium and working on the return to play situation. He noted that all of the things mentioned that were being done in the Convention Center were also taking place at LOS as they were fine tuning their practices of how to serve food safely, guide guests through the building while maintaining social distancing and keeping the building sanitary and safe in anticipation of the upcoming football season. Mr. Neuburger mentioned that the Colts had released their season schedule earlier in the week and while there are still some things still not yet determined he was optimistic about the possibilities and it was nice to be able to see the dates on the calendar. He also informed the Board that he and his staff had been very active in virtual meetings in preparation for some notable events coming in 2021 including the NBA All Star game, media day activities and the return of the Final Four NCAA Men’s Basketball tournament to LOS after a year being faced with cancellation. He thanked the Board members for their continued support. Ms. Kennedy thanked him for his report and asked if there were any further questions for Mr. Neuburger and there were none.

Mr. Mallon presented the **BLF Supply Contract (Sole Source) ANC Center Hung Scoreboard Purchase & Installation** agenda item as attached hereto made a part of these Minutes. Mr. Mallon explained this agenda item pertains to a supply contract involving designing, delivering and installing LED displays and operating system which will replace the existing system. It has been determined the CIB can utilize a sole source supplier under the procurement statute. ANC’s supply contract base cost equals \$4,336,295.00. Mr. Mallon explained staff and counsel have reviewed all the documents and recommend awarding the supply contract to ANC, (the Sole Source) in the amount of \$4,336,295.00. After further inquiries, questions and discussion by the Board and the presenters, and after a motion by Mr. Corbitt as seconded by Mr. Terrell, a contract with ANC for the BLF Supply Contract (Sole Source) Center Hung Scoreboard Purchase & Installation was unanimously approved as presented.

Mr. Mallon presented the **BLF Disposal List** agenda item as attached hereto and made a part of these Minutes. Mr. Mallon explained that similar to other lists of obsolete equipment brought before the Board for approval before disposing of or attempting to sell at auction, this was a list of items from BLF which had been replaced as part of the BLF Expansion project. After further inquiries, questions and discussion by the Board and the presenters, and after a motion by Mr. Dora as seconded by Mr. Corbitt, the BLF Disposal List was unanimously approved as presented 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 and upon a motion by Mr. Ruhmkorff and seconded by Mr. Corbitt, Claims 8628G, and 8640C were unanimously approved by the Board. Mr. Mallon next presented the BLF Confirming Construction Claims as attached hereto and made a part of these Minutes. There were no questions from the Board and upon a motion by Mr. Ruhmkorff and seconded by Mr. Corbitt, the BLF Confirming Construction Claims B204 were unanimously approved as presented.

Ms. Kennedy informed the Board that the next CIB meeting was scheduled for Friday, June 5<sup>th</sup> and when the decision was made as to whether this meeting would be held in person or as a teleconference would be conveyed to the Board closer to that date.

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

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

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David Ruhmkorff, Secretary  
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