



MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – April 26, 2019 at 9:00 A.M.
Medtronic Club – U.S. Bank Stadium
Minneapolis, MN 55415

1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 9:00 A.M.

2. ROLL CALL

Commissioners present: Chair Michael Vekich, Bill McCarthy, and Tony Sertich
Commissioners absent: Barbara Butts Williams

3. APPROVAL OF MEETING MINUTES – March 15, 2019. See, Exhibit A.

Following the approval of the meeting minutes, Chair Vekich moved to amend the agenda to include another action item: Approve Contract with AtmosAir. All Commissioners unanimously approved of the amendment.

4. BUSINESS

a. Action Items

i. Contract Award to Tempo Creative for Equity Advisor Services

James Farstad, Executive Director of the MSFA, stated that on January 15, 2019, the MSFA published a Request for Proposals (RFP) for an Equity Advisor to develop a strategic plan to help the MSFA drive critical focus areas, strengthen performance as a community leader, and expand inclusive talent and

targeted business pipelines. Mr. Farstad announced that MSFA staff and Commissioner Butts Williams, recommend Tempo Creative as the MSFA's Equity Advisor. See, Exhibit B.

Michael Vekich, Chair of the MSFA, asked Mr. Farstad how many proposals the MSFA received for the Equity Advisor RFP, and Mr. Farstad stated that five proposals were submitted.

Commissioner Sertich moved and Commissioner McCarthy seconded the motion to approve the following recommended motion, which was unanimously adopted:

The MSFA Board authorizes the Chair and the Executive Director to execute a contract with Tempo Creative Consultants, LLC for a contract amount not to exceed \$40,000 for a nine-month commitment.

ii. Approve Branding Enhancement Contract

Mr. Farstad stated that on May 23, 2018, the MSFA posted an Request for Quote (RFQ) for Signage Services and Procurement/Branding Enhancements for the fabrication and installation of acoustical signage panels in U.S. Bank Stadium. The MSFA received six proposals for this project, and staff recommends awarding the contract to Dolan Printing to perform this work. Dolan Printing not only had the lowest cost proposal, but they have extensive experience with similar projects at U.S. Bank Stadium. See, Exhibit C.

Chair Vekich asked Mr. Farstad which account will fund this project, and Mr. Farstad stated that the Capital Reserve Account, Team designated capital will fund this project, and it was included in the 2018-2019 budget. That budget was approved and adopted by the board at the March 15, 2019 board meeting.

Commissioner McCarthy moved and Commissioner Sertich seconded the motion to approve the following recommended motion, which was unanimously adopted:

The MSFA Board authorizes the Chair and Executive Director to execute a contract with Dolan Printing for \$267,000, and to execute any change order within the approved \$275,000 project budget.

iii. Approve Contract with AtmosAir

Mr. Farstad stated that the MSFA would like to incorporate air treatment technology within U.S. Bank Stadium, which includes a continuous disinfectant, that would actively reduce airborne and surface contaminants such as volatile organic compounds (VOCs), viruses, bacteria, and germs. Mr. Farstad stated that the MSFA would like to partner with AtmosAir, who measures indoor air quality in real-time, and allows conditioned air to be recycled and recirculated, resulting in significant HVAC-related energy savings. See, Exhibit D.

Commissioner McCarthy asked Mr. Farstad what the term of the contract will be with AtmosAir, and Mr. Farstad stated that the contract is for ten years. He noted that the first year is a test period, and within that year the MSFA is able to cancel the contract if the system does not make an impact on the air quality. Commissioner Sertich asked Mr. Farstad if any other facilities use this technology, and Mr. Farstad stated that AtmosAir has installed their HVAC system in many stadiums and arenas, including: Staples Center, TD Garden, Bridgestone Arena, and Northwestern University's stadium.

Chair Vekich then called Steve Levine, the President and CEO of AtmosAir, to give a brief summary of the system. Mr. Levine stated that their technology essentially "scrubs" the air, and that it will be particularly beneficial for U.S. Bank Stadium when it hosts dirt events (i.e. Moto Cross and Monster Jam) as it cleans the air quality quickly and helps remove the dust. Mr. Levine also noted that AtmosAir has installed their product in 40 arenas thus far, and announced that U.S. Bank Stadium would be their first NFL stadium.

Commissioner Sertich moved and Commissioner McCarthy seconded the motion to approve the following recommended motion, which was unanimously adopted:

The MSFA Board authorizes the Chair and the Executive Director to negotiate and execute a contract with AtmosAir for a contract amount not to exceed \$1,017,702

b. Report Items

i. Quarter 2 Budget Report

Mary Fox Stroman, Director of Finance at the MSFA, presented the Quarter 2 Budget Report to the MSFA Board. See, Exhibit E.

Chair Vekich asked Ms. Fox-Stroman if she had any concerns regarding the second quarter budget, and Ms. Fox-Stroman stated that there were no concerns, and that the MSFA has stayed within its adopted budget.

ii. Final Four Update

John Drum, Assistant General Manager of SMG, reported on the NCAA's Final Four activities. He stated there were many projects that needed to be completed in order to host the Final Four, and those projects began in February. Some of these projects included: the darkening solution, the installation of the temporary seating, audio connections, and the building of the large score board. He stated that unlike the Super Bowl, the NCAA relied heavily on stadium staff, so U.S. Bank Stadium employees worked long hours and played an intricate role in the planning. Mr. Drum gave a recap of Reese's Final Four Friday event which drew a crowd of 36,000 people. The event was free to the public, and included an open practice and the all-star game. He also stated that the attendance had twice as many people as the prior year in San Antonio. On Saturday April 6th, U.S. Bank Stadium broke the record for the most people in the stadium for an event, with 72,000 people attending the semi-final game. The large crowd increased the demand for food and beverages at the Stadium. Mr. Drum stated that we did a phenomenal job with the planning and executing of the events, and that it was a great opportunity to showcase stadium employees as well as the versatility of U.S. Bank Stadium. Mr. Drum also complemented the staff on their incredible turnover time after the NCAA's Final Four commenced. SMG employees had nine days to load out all the Final Four equipment, and be ready to prepare for Garth Brooks' concerts on May 3rd and 4th. Lastly, Mr. Drum stated that the Final Four made a positive impact not only for the state of Minnesota, but to all local businesses in the Twin Cities area.

Commissioner McCarthy asked Mr. Drum why there were twice as many people who attended the Final Four Friday in Minneapolis as compared to San Antonio. Mr. Drum stated that he believes it was because U.S. Bank Stadium's location is in a downtown urban area, and the Alamo Dome is far removed from the more populated areas of San Antonio. He also noted that the Twin Cities community was very excited for the NCAA events, and that a lot of local people attended the events to check out the stadium set up and enjoy the free events.

Chair Vekich stated that the MSFA received positive feedback both locally and nationally about U.S. Bank Stadium and how smooth the events were executed. Lastly, he complimented the crew on the installation of the temporary seating system, as U.S. Bank Stadium looked like an arena, and not a stadium.

iii. Turf Update

Mr. Drum reported that the replacement of the new filed turf will begin on May 11th, and the removal of the turf will take between 4-5 days. The new turf will be installed on May 20th, and will be completed by May 30th. Mr. Drum stated that the turf will have a base layer with substantial padding which will help reduce injuries for all athletes who will play on the surface.

Chair Vekich asked Mr. Farstad if the MSFA and SMG partnered with the Minnesota Vikings during the selection period, and Mr. Farstad confirmed that the Minnesota Vikings were involved. He stated that Grant Davisson, Turf Manager of the Minnesota Vikings, Ed Kroics, Operations Manager for SMG, and Eric Gold, Principal Landscape Architect at D.A. Hogan and Associates, collaborated together to recommend the best turf for U.S. Bank Stadium's needs.

Mr. Drum stated that it was a great and strong partnership and that he is happy with the final selection. Chair Vekich then asked Mr. Drum about the expected life of the turf, and Mr. Drum stated that there is a minimum 4-year guarantee.

Mr. Farstad thanked Mr. Drum for the update on the turf. He also thanked Dan Collison, Lead Pastor at First Covenant Church, for graciously allowing the MSFA test it on the church's property, as there was limited space at the stadium due to the NCAA Final Four preparations.

Mr. Farstad then stated that when the turf is removed on May 11th, the MSFA will return the used turf to Act Global.

iv. Executive Director Report

Mr. Farstad stated that the public Wi-Fi experience at the NCAA Final Four Tournament broke the record of unique users and was higher than at Super Bowl LII. There was a total of 17.8 TB of data and a peak concurrent user count of 31,141. More than 31 TB of data were transported over the Wi-Fi network during the championship weekend. To prepare for the event, SMG's technology team added over 650 data locations, 250 additional Wi-Fi boxes under seat access points, numerous telephone lines, broadcast in-door and out-door cabling, and 54 switches.

Mr. Farstad reported that prior to the first Minnesota Vikings home game this season, Verizon and AT&T both plan to be fully operational with 5G cellular service at U.S. Bank Stadium. Subscribers who are equipped with 5G devices (available now) will see speeds approaching 800 megabits per second in the bowl and concourses. The Verizon phones that are capable of 5G include the Motorola Moto Z3 with the 5G Moto Mod, and the AT&T 5G supported device is the Samsung Galaxy S10 5G.

Mr. Farstad stated that the Metro Light Rail Blue and Green lines each set single-day ridership records on April 8, when the NCAA Men's Final Four championship game was held at U.S. Bank Stadium. There were 62,686 rides provided on the Blue Line, and 68,210 rides on the Green Line that day. The combined total of 130,896 light rail rides topped the previous single-day light rail ridership record set on September 11, 2017.

Mr. Farstad announced that during the fall of 2018, the MSFA and Dennison Parking staff met on a number of occasions to discuss the occurrences reported in and around the 740 4th Street South (Mills Fleet Farm) parking ramp as well as the 240 Park Avenue Downtown East Parking Ramp during the past year. These incidents included trespassing, vandalism, theft from automobiles, and limited property

damage. No personal injury or attacks were reported. Following these discussions, Mr. Farstad stated that the MSFA and Dennison Parking staff toured both ramps to assess security infrastructure, including the emergency call boxes, cameras, and security card readers. It was determined that there were a number of opportunities to make improvements to this infrastructure. Denison Parking has received proposals and selected a contractor for phase one of these improvements, which will include repairs to emergency call boxes, additional cameras in the Downtown East Ramp, as well as the installation of a card reader in an IT closet in the Fleet Farm Ramp. The work is expected to be completed prior to June 30, 2019.

Mr. Farstad reported that on August 17, 2018, the MSFA authorized the Executive Director to conduct a sealed bid auction to dispose of surplus concession equipment. This process was concluded on November 21, 2018 without receiving any bids. The MSFA has the option to transfer excess property to other governmental agencies, and has successfully completed agreements with the Minnesota State Fair, the Sibley County Fair, Scott County Fair, and St. Paul College to transfer 10 of the largest 13 items and numerous small items.

Lastly, Mr. Farstad gave an update on capital procurement. He stated that there are currently 36 capital approved concessionaire and Minnesota Vikings capital procurement projects in process. One has been approved by the Board today (April 26, 2019). Proposals have been received on an additional 12 projects and contract awards will occur within the next two weeks. Three projects are temporarily on hold pending an open planning process, and the remaining projects are in the scope definition and specification phase.

5. PUBLIC COMMENTS

1. Ann Laughlin: Ms. Laughlin first thanked Chair Vekich and the MSFA board for agreeing to remove the blackout curtains following the Final Four, as it ensures that the curtains won't increase the threat to migrating birds that already exists due to the highly-reflective glass.

She stated that early in 2017 she presented the report, Bird Mortality at U.S. Bank Stadium During Fall Migration 2016, which documented 74 dead or injured birds of 21 species. She advised that the MSFA can prevent these needless casualties by retrofitting the Stadium to make the glass visible to birds, and stated that post-construction, retrofitted window treatments have proven very effective in preventing

bird-glass collisions. In 2018, Ms. Laughlin stated that she brought three internationally recognized bird collision experts to Minneapolis to assess the collision threat at the Stadium and to recommend retrofit options. The findings of these experts are summarized in her new report: U.S. Bank Stadium Glass Retrofit Recommendations. The report identifies a number of options to make U.S. Bank Stadium safer for birds, the most critical being retrofitting window treatments that should be installed on the glass of all sides of the stadium. Ms. Laughlin noted that Dr. Loss recently completed the MSFA-funded two-year bird mortality study at U.S. Bank Stadium, and she hopes that the MSFA will consider the findings of their report. Lastly, she read a part of her report's conclusion: "... in order to become a truly world-class facility, MSFA and the Minnesota Vikings must act now to prevent bird deaths and injuries at U.S. Bank Stadium. Bird mortality at the Stadium complex will increase as trees and vegetation near the building grow. Because of the growing threats to birds and the alarming decline in bird populations, any bird death is significant, particularly in the Mississippi Flyway. The Mississippi Flyway is one of four major migratory pathways across North America. The location of the Stadium in the Flyway, used by hundreds of thousands of migrating birds twice a year, magnifies this environmental problem and the urgency and necessity of making the glass visible to birds as quickly as possible."

2. Jerry Bahls: Mr. Bahls stated that recently the environmental community was disheartened to learn that the migratory bird "Lights Out" policy has not been implemented by the MSFA, even though in an MSFA press release dated July 23, 2014, former Chair Michele Kelm-Helgen stated that the MSFA has agreed to the Audubon Society's operational approach, including the "Lights Out" guidelines. Former Chair Kelm-Helgen also stated that the MSFA has also taken into consideration the lighting design for the stadium, and where able, will follow the Audubon's suggestions. Mr. Bahls urged the MSFA to follow the *Lights Out* light management program, which addresses the operation of lights at night for specified times and dates of bird migrations. Mr. Bahls noted that this procedure is also required by law for state-owned and managed buildings. He stated that the program advises turning off building lights including, but not limited to: architectural lighting at top of building; up-lighting; interior lighting, especially on upper floors; and lobby/atrium lighting during the following dates and times:

1. Dates: between March 15 and May 31 and between August 15 and October 31 each year.
2. Times: between midnight and dawn.
3. Exception: lights that have been documented as necessary for normal use of the building between midnight and dawn may be operated.

Mr. Bahls urged the MSFA to implement this basic policy immediately, in order to help the currently migrating birds reach their destination in order to continue their life cycle.

6. DISCUSSION

There was no discussion.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on May 17, 2019, at U.S. Bank Stadium in the Medtronic Club at 9:00 A.M.

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:45 A.M.

Approved and adopted the 17th day of May 2019, by the Minnesota Sports Facilities Authority.



Tony Sertich, Secretary/Treasurer



James Farstad, Executive Director

5/20/19



Exhibit A

MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – March 15, 2019 at 9:00 A.M.
Mill City Museum
710 South 2nd Street Minneapolis, MN 55401

1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 9:00 A.M.

2. ROLL CALL

Commissioners present: Chair Michael Vekich, Barbara Butts Williams, Bill McCarthy, and Tony Sertich

3. APPROVAL OF MEETING MINUTES – January 18, 2019. *See, Exhibit A.*

4. BUSINESS

a. Action Items

i. Approve Insurance Brokerage Services Contract

Mary Fox-Stroman, Director of Finance for the MSFA, stated that the MSFA received three proposals in response to the request for proposals (RFP) for insurance brokerage services for the property and casualty program, which includes: auto and garage keepers’ legal liability, crime, cyber/privacy liability, general and excess liability, property, public officials, and workers’ compensation. Based on the proposals, the MSFA staff recommends that the casualty insurance program be awarded to CBIZ for a negotiated annual fee of \$30,000, and WillisTowersWatson for property insurance for an annual fee of the lesser of 10% commission of gross premium or a fee of \$48,500. *See, Exhibit B.*

Chair Vekich asked Ms. Fox-Stroman if the brokers' fees increased from the prior year. Ms. Fox-Stroman stated that the annual CBIZ fees remained the same, and WillisTowersWatson agreed to reduce their commission from 15% to 10% and capped the commission at \$48,500.

Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority accepts the proposal for insurance brokerage services for the property and casualty insurance program and authorizes the Chair and the Executive Director to execute a professional services agreement with CBIZ for an annual fee of \$30,000 and a separate professional services agreement with WillisTowersWatson for an annual fee equal to the lesser of 10% commission on gross premium or \$48,500.

ii. Approve Amp Room Cooling Contract

James Farstad, Executive Director of the MSFA, stated that the MSFA authorized a contract with Harris Companies for the first phase of the amp room cooling project for \$135,000, and said that staff has subsequently determined that the entire project should be completed in this fiscal year. He also stated that the temperature in the amp room should not exceed 70° F, and the cooling units all needed to keep the room below the 70° F limit. See, Exhibit C.

Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to execute a contract with Harris Companies for the amp room cooling project for a total cost of \$415,880.

iii. 2018-2019 Capital Budget (Capital Reserve Project Budget & Concession Capital Reserve Project Budget)

Capital Reserve Project Budget

Mr. Farstad stated that the MSFA board approved the 2018-2019 Capital Reserve Account budget at the June 28, 2018 meeting, with a total capital expenses budget of \$8,912,063.00. However, there are currently 37 capital projects in progress or have been completed for a total budget of \$8,028,104.29. Per Section 5.6(a)(ii) of the Use Agreement, the Minnesota Vikings (Team) may designate \$750,000 per year over a five-year period in capital improvements to the stadium, and recently the team submitted a request to designate additional capital improvements for a total expense of \$510,000.00. See, Exhibit D.

Commissioner Butts Williams moved and Commissioner Sertich seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority approves the 2018-2019 revised capital reserve project plan and budget and approves inclusion of the Minnesota Vikings designated capital projects in the plan.

Concession Capital Reserve Account Budget and Plan:

Mr. Farstad stated that the MSFA board approved the 2018-2019 Concession Capital Reserve Account budget at the June 28, 2018 meeting, which included a total concession capital project expenses of \$1,085,055. He stated that Aramark recently recommended additional capital projects totaling \$448,049.00. The concession capital reserve project budget and plan was revised to include these projects. See, Exhibit E.

Commissioner Sertich asked Mr. Farstad for more clarification about the line item titled "Equipment" in the Concession Capital Reserve Account. Mr. Farstad stated that the "equipment" relates to the addition of concession equipment to many concessions stands on the main concourse and the upper concourse of the stadium. He stated that they will also be adding a Caribou Coffee Stand on the upper concourse, which will require new equipment for the buildout of the stand.

Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority approves the 2018-2019 revised concession capital reserve account project budget and plan.

iv. Approve Integration of Operating and Capital Improvement Equity Plans

Mr. Farstad stated that the MSFA would like to integrate the Operations Equity Plan with the Capital Equity Plan. He stated that the plan is designed to further the MSFA's evolution as a leader in equity, inclusion, and diversity. *See, Exhibit F.*

Chair Vekich asked Mr. Farstad if any significant changes have been made to the integrated equity plan, and Mr. Farstad stated that there are no major changes.

Commissioner McCarthy moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority adopts the attached Amended Operations and Capital Improvement Equity Plan. The MSFA authorizes the Chair and the Executive Director to implement the plan.

v. Approve Equity Advisor Contract

Mr. Farstad stated that on January 15, 2019, the MSFA published an RFP to attract a creative community leader or team - with a shared vision and commitment to enhance the fulfillment of the MSFA's Equity Plan and serve as Equity Advisor. He noted that the selected Advisor will identify and develop relationships with key community leaders and partners, maintain and provide updated database of outreach contacts, and prioritize key opportunities to grow the stadium's network of community stakeholders and associations. Mr. Farstad and Commissioner Butts Williams have interviewed two very qualified companies, and that a decision should be made in the next few weeks. *See, Exhibit G.*

Chair Vekich thanked Commissioner Butts Williams for participating in the selection of the equity advisor. Commissioner Butts Williams stated that both candidates are top notch, and that she will be pleased with the outcome of the chosen company.

Commissioner Butts Williams moved and Commissioner McCarthy seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to execute a contract with the selected Equity Advisor for an amount not to exceed \$80,000 per year.

vi. Approve Artificial Playing Surface Contract

Mr. Farstad stated that U.S. Bank Stadium's original artificial playing surface was estimated to last five years; however, due to the many concerts, corporate events, religious events, dirt events, and the constant covering and uncovering of the field turf cover, the life of the field turf has been reduced. Mr. Farstad stated that on December 11, 2018, the MSFA published an RFP to attract proposals for a new artificial playing surface solution, and that three qualified candidates have been interviewed, which include: Act Global, Kieffer USA, and Hellas Construction. The installation of the artificial playing surface will take 18 days to install, and the project will be completed by the end of May. *See, Exhibit H.*

Commissioner Sertich moved and Commissioner McCarthy seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to finalize negotiations and execute a contract with the selected artificial playing surface contractor for an amount not to exceed \$1,300,000.

b. Report Items

i. Final Four Update (Facility Transformation, Final Four Procurement, & Staffing)

Patrick Talty, General Manager of SMG, gave an update on the Final Four. See, Exhibit I.

Following Mr. Talty's presentation, Chair Vekich asked Mr. Talty to provide information about the Final Four Reese's event that will take place on Friday April 5, 2019. Mr. Talty stated that the event is open and free to the public, and that stadium doors will open at 10:00 am. The stadium is expecting an attendance of 20,000 and 30,000 people. These guests can watch the final four teams practice on the court, as well as attend the All-Star Game, which begins at 3:30 pm. Commissioner Butts Williams asked Mr. Talty about the anticipated crowd flow for the events, and Mr. Talty stated that stadium officials are expecting over 72,000 people to visit the stadium, which is a larger crowd than Super Bowl. He noted that there will be additional seating in the bowl, and that more concession stands will be brought in to reduce wait time, and keep lines shorter. Stadium officials expect that people who attend the Final Four activities will most likely be eating two meals a day in the stadium, so additional food will be made, and more point of sale stations will be installed. He also stated that this will be the first NCAA Final Four in history where alcohol (beer and wine) will be served.

ii. Executive Director's Report

Mr. Farstad reported that external resources have assisted in the monitoring of the MSFA and the stadium's exchange servers and firewalls. He noted that the stadium has been using the same company since 2012, and believes it is time for the MSFA to publish a request for proposal (RFP) so additional entities can submit bids. The RFP was published on January 18, 2019, and the MSFA has received five proposals from reputable companies. Mr. Farstad stated that the MSFA staff is in the process of reviewing the proposals, and will soon chose two to three finalists. Staff will then present a vendor recommendation at a future meeting.

Mr. Farstad stated that the MSFA would like to redesign its website, as it has not been updated in many years. He stated that MSFA staff found a woman-owned company located in Duluth, MN, and

expressed the importance in selecting companies throughout the state of Minnesota, and not only companies located in the Twin Cities

5. PUBLIC COMMENTS

There were no public comments.

6. DISCUSSION

There was no discussion.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on April 19, 2019, at U.S. Bank Stadium in the Medtronic Club at 9:00 A.M.

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:45 A.M.

Approved and adopted the 26th day of April 2019, by the Minnesota Sports Facilities Authority.



Tony Sertich, Secretary/Treasurer



James Farstad, Executive Director

5-3-19



April 26, 2019

Exhibit B

MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

SUBJECT: Contract Award to Tempo Creative for Equity Advisor Services

On January 15, 2019 the MSFA published a Request for Proposals (RFP) for an Equity Advisor to develop a strategic plan to help the MSFA drive critical focus areas, strengthen performance as a community leader, and expand inclusive talent and targeted business pipelines.

The MSFA received five proposals in response to the RFP. Staff recommends that the MSFA award the contract to Temp Creative Consultants, LLC as their proposal demonstrated that they have extensive equity experience and strong technical qualifications. Tempo Creative Consultants, LLC's proposed fee is \$40,000, for a nine-month contract period.

We are confident Mai Moya and Jodie Tanaka at Tempo Creative will bring leadership and energy to develop a shared vision to enhance the fulfillment of the MSFA's Equity Plan. This process will cultivate and enhance an inclusive work environment with stakeholders, community partners, professional organizations and associations, where equity, inclusion and diversity are supported and advanced.

Recommended Motion: *The MSFA Board authorizes the Chair and the Executive Director to execute a contract with Tempo Creative Consultants, LLC for a contract amount not to exceed \$40,000 for a nine-month commitment.*



April 26, 2019

Exhibit C

MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

SUBJECT: Approve Contract with Dolan Printing

On May 23, 2018, the MSFA posted a Request for Quote (RFQ) for Signage Services Procurement/Branding Enhancements for the fabrication and installation of large-format, four-color acoustical signage panels in U.S. Bank Stadium. The following stadium locations were identified for the installation of the signage panels: the angled walls, the north sideline walls, the south sideline walls, the Medtronic Club seat back wall mural, and the Delta Club seat back wall mural. This project also includes repairing any current signage that became damaged by normal wear and tear.

The MSFA received six proposals for this project, and MSFA staff recommends Dolan Printing. Dolan Printing had the lowest cost proposal and also has experience with similar projects in U.S. Bank Stadium. Their proposed cost of this project is \$267,000 and it has an estimated completion date of June 30, 2019.

Recommended Motion: The MSFA authorizes the Chair and Executive Director to execute a contract with Dolan Printing for \$267,000, and to execute any change order within the approved \$275,000 project budget.



April 26, 2019

Exhibit D

MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

SUBJECT: Approve Contract with AtmosAir

AtmosAir's air treatment technology acts as a continuous disinfectant, actively reducing airborne and surface contaminants such as volatile organic compounds (VOCs), viruses, bacteria, and germs. It helps eliminate odors while reducing dust, mold, mildew, and allergens.

AtmosAir measures indoor air quality in real-time and allows conditioned air to be recycled and recirculated, resulting in significant HVAC-related energy savings. AtmosAir has been installed at Staples Center, TD Garden, Bridgestone Arena, and Northwestern University, among many other sports venues. U.S. Bank Stadium would be the first indoor football stadium to install this technology.

Benefits to U.S. Bank Stadium:

- System Efficiency – Operating energy cost savings
- Improved indoor air quality, improved fan experience
- 24/7 Indoor Air Quality Measurement
- Further sustainability positioning – LEED, Fitwel, Well Building Certified

Cost, Payback, ROI:

- SMG will pay \$11,234/month for the first year.
- The MSFA could buyout the system for \$1,017,702 after the first year if they chose, or continue with this agreement at \$11,234/month (first 48 months), \$16,738 starting month 48, and \$17,861 (starting month 60).
- The anticipated savings is more than \$200,000/year. ROI is approximately 5 years

Recommended Motion: *The MSFA Board authorizes the Chair and the Executive Director to negotiate and execute a contract with AtmosAir for a contract amount not to exceed \$1,017,702*



April 26, 2018

Exhibit E

MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad and Mary Fox-Stroman

SUBJECT: Q2 Budget Report – December 31, 2018

Attached is the Q2 Budget Report for the period from July 1, 2018 through December 31, 2018 for the MSFA's operating account, capital reserve account, and concession capital reserve account. The report presents the original budget 2019, amended budget 2019, and year-to-date Q2 actual activities. Following is a high level summary of each account's activities:

Operating Account

The operating account is used to account for the MSFA's operations which includes SMG's operation of U. S. Bank Stadium.

	<u>Amended Budget 2019</u>	<u>Actual</u>
Operating revenues	\$50,433,484	\$ 26,717,036
Operating expenses	<u>(\$52,401,197)</u>	<u>(\$ 25,057,991)</u>
Operating income	(\$ 1,967,713)	\$ 1,659,045
Net nonoperating revenues/(expenses)	<u>\$ 1,704,554</u>	<u>\$ 1,379,549</u>
Net income	(\$ 263,159)	\$ 3,038,594
Transfers	<u>(\$ 1,000,000)</u>	<u>-</u>
Change in account balance	(\$ 1,263,159)	\$ 3,038,594
Beginning account balance	<u>\$ 5,999,496</u>	<u>\$ 5,999,496</u>
Ending account balance	<u>\$ 4,736,337</u>	<u>\$ 9,038,090</u>

Capital Reserve Account

The capital reserve account is used to account for capital improvements in the stadium.

Capital reserve revenues	\$ 4,976,080	\$ 1,617,629
Capital reserve expenses	<u>(\$ 8,912,063)</u>	<u>(\$ 2,905,692)</u>
Net income	(\$ 3,935,983)	(\$ 1,288,063)
Transfers	<u>\$ 1,600,000</u>	<u>-</u>
Change in account balance	(\$ 2,335,983)	(\$ 1,288,063)
Beginning account balance	<u>\$ 4,712,356</u>	<u>\$ 4,712,356</u>
Ending account balance	<u>\$ 2,376,373</u>	<u>\$ 3,424,293</u>

Concession Capital Reserve Account

The concession capital reserve account is used to account for concession capital improvements in the stadium.

Concession capital reserve revenues	\$ 850,000	\$ 613,692
Concession capital reserve expenses	<u>(\$1,085,055)</u>	<u>(\$ 222,455)</u>
Net income	(\$ 235,055)	\$ 391,237
Transfers	<u>(\$ 600,000)</u>	<u>-</u>
Change in account balance	(\$ 835,055)	\$ 391,237
Beginning account balance	<u>\$1,429,865</u>	<u>\$ 1,429,865</u>
Ending account balance	<u>\$ 594,810</u>	<u>\$ 1,821,102</u>

SUMMARY OF CASH AND INVESTMENTS As of December 31, 2018*	
Cash and Cash Equivalents:	
U. S. Bank - operating account	\$60,389.05
U.S. Bank - payroll account	\$1,000.25
U.S. Bank - SMG managed pre-opening account	\$62,352.77
U.S. Bank – SMG managed accounts – operating account, box office account, and event marketing account and cash on hand	\$16,970,884.23
Total Cash and Cash Equivalents	\$17,094,626.30
Investments:	
U.S. Bank investment account	\$10,677,642.23
Total Investments	\$10,677,642.23

* The above summary does not include the construction trust accounts.

MINNESOTA SPORTS FACILITIES AUTHORITY
YEAR 2018-2019 BUDGET
July 1, 2018 to December 31, 2018

Operating Account	Original Budget 2019	Amended Budget 2019	Q2 - Actual 7/1/18-12/31/18
Revenues:			
Stadium operating payments			
State of Minnesota operating payment	\$ 6,484,384	\$ 6,484,384	\$ 3,270,773
Minnesota Vikings operating payment	\$ 9,017,650	\$ 9,017,650	\$ 4,508,825
Stadium operating revenue-SMG	\$ 32,667,250	\$ 32,667,250	\$ 18,854,574
NCAA Final Four 2019 concessions	\$ 1,800,000	\$ 2,000,000	\$ -
MN LOC NCAA Final Four 2019 contribution		\$ 200,000	\$ -
Miscellaneous revenues	\$ 64,200	\$ 64,200	\$ 82,864
Total revenues	\$ 50,033,484	\$ 50,433,484	\$ 26,717,036
Expenses:			
Personal services	\$ 815,370	\$ 815,370	\$ 321,035
Professional services	\$ 1,864,450	\$ 1,864,450	\$ 841,782
Travel and meetings	\$ 16,000	\$ 16,000	\$ 2,911
Supplies and network administration	\$ 221,000	\$ 221,000	\$ 124,184
Rent, stadium contractual commitments and leases	\$ 857,641	\$ 857,641	\$ 700,526
Insurance	\$ 190,916	\$ 190,916	\$ 159,655
Communication	\$ 5,520	\$ 5,520	\$ 2,389
Miscellaneous and marketing	\$ 495,148	\$ 495,148	\$ 82,368
NCAA Final Four event expense	\$ 6,492,588	\$ 6,915,008	\$ -
Event cabin license fee	\$ 300,000	\$ 300,000	\$ 300,000
Stadium operating expenses-SMG	\$ 40,720,144	\$ 40,720,144	\$ 22,523,141
Total expenses	\$ 51,978,777	\$ 52,401,197	\$ 25,057,991
Operating income/(loss)	\$ (1,945,293)	\$ (1,967,713)	\$ 1,659,045
Nonoperating revenues/(expenses):			
Revenues-Investment earnings	\$ 60,000	\$ 60,000	\$ 69,839
Revenues-Taxes-State of Minnesota	\$ 1,854,554	\$ 1,854,554	\$ 1,310,920
Expenses-Stadium project costs	\$ (210,000)	\$ (210,000)	\$ -
Expenses-Commemorative Brick program	\$ -	\$ -	\$ (1,210)
Total nonoperating revenues/(expenses)	\$ 1,704,554	\$ 1,704,554	\$ 1,379,549
Net income	\$ (240,739)	\$ (263,159)	\$ 3,038,594
Transfers:			
Transfer to Capital Reserve fund	\$ (1,000,000)	\$ (1,000,000)	\$ -
Change in Account Balance	\$ (1,240,739)	\$ (1,263,159)	\$ 3,038,594
Beginning Operating Account Balance	\$ 7,578,252	\$ 5,999,496	\$ 5,999,496
Ending Operating Account Balance	\$ 6,337,513	\$ 4,736,337	\$ 9,038,090
Capital Reserve Account			
Revenues:			
State of Minnesota Capital payment	\$ 1,636,989	\$ 1,636,989	\$ 817,693
Minnesota Vikings Capital Cost payment	\$ 1,639,091	\$ 1,639,091	\$ 799,936
Minnesota NCAA LOC Final Four 2019 Contribution	\$ 1,800,000	\$ 1,700,000	\$ -
Total revenues	\$ 5,076,080	\$ 4,976,080	\$ 1,617,629
Capital expenses	\$ 8,912,063	\$ 8,912,063	\$ 2,905,692
Net Income/(loss)	\$ (3,835,983)	\$ (3,935,983)	\$ (1,288,063)
Transfers:			
Transfer from Operating Account	\$ 1,000,000	\$ 1,000,000	\$ -
Transfer from Concession Capital Account	\$ 600,000	\$ 600,000	\$ -
Total transfers	\$ 1,600,000	\$ 1,600,000	\$ -
Change in Account Balance	\$ (2,235,983)	\$ (2,335,983)	\$ (1,288,063)
Beginning Capital Reserve Account Balance	\$ 5,108,122	\$ 4,712,356	\$ 4,712,356
Ending Capital Reserve Account Balance	\$ 2,872,139	\$ 2,376,373	\$ 3,424,293
Concession Capital Reserve Account			
Revenues:			
Concession Capital Reserve payment	\$ 850,000	\$ 850,000	\$ 613,692
Expenses	\$ 1,085,055	\$ 1,085,055	\$ 222,455
Net Income/(loss)	\$ (235,055)	\$ (235,055)	\$ 391,237
Transfers:			
Transfer to Capital Reserve Account	\$ (600,000)	\$ (600,000)	\$ -
Change in Account Balance	\$ (835,055)	\$ (835,055)	\$ 391,237
Beginning Concession Capital Reserve Account Balance	\$ 1,471,951	\$ 1,429,865	\$ 1,429,865
Ending Concession Capital Reserve Account Balance	\$ 636,896	\$ 594,810	\$ 1,821,102