



MINNESOTA SPORTS FACILITIES AUTHORITY REGULAR MEETING MINUTES

Friday July 15, 2016, 9:00 A.M.

1010 Metrodome Square Building, Lower Level Conference Room

1010 South 7th Street, Minneapolis, MN 55415

1. **CALL TO ORDER**

Chair Kelm-Helgen called the meeting of the Minnesota Sports Facilities Authority (MSFA) to order at 9:05 AM.

2. **ROLL CALL**

Commissioners Present: Chair Kelm-Helgen, Commissioner Griffith, Commissioner McCarthy, Commissioner Sertich, and Commissioner Butts Williams

3. **ADOPTION OF AGENDA**

Chair Kelm-Helgen presented the agenda. Commissioner Sertich moved approval of the agenda, seconded by Commissioner Butts Williams and approved unanimously – 5 YEAS, 0 NAYS

APPROVED

4. **APPROVAL OF AUTHORITY MEETING MINUTES**

Commissioner Griffith moved approval of the June 17, 2016 Regular Meeting Minutes seconded by Commissioner Butts Williams and approved unanimously – 5 YEAS, 0 NAYS.

APPROVED

5. **CHAIR'S REPORT**

The design of U.S. Bank Stadium was complete when the MSFA first heard of the Minnesota Audubon Society's concern about the west wall of the stadium. Discussions with Audubon Society and options that would keep the integrity of the building's design while addressing their concerns were discussed.



The MSFA had already ordered the glass, and could not work a frit pattern into the glass. The Audubon Society brought the MSFA together with 3M to discuss what film solutions may work on the stadium, and 3M has identified film solution that could potentially help migration issues. It was noted that the glass has been on the west wall of the building for over a year, and the MSFA has not noticed a problem with the birds. Chair Kelm-Helgen stated that the MSFA continued discussions with Audubon Society, and recently agreed on a study to monitor the west side of the building for bird collisions. The study will take place over four migratory seasons to allow for significant data collection. If the MSFA finds that there is a problem, they can work with their partner, 3M, to devise a strategy to address the problem.

Chair Kelm-Helgen reminded the public that the open house will be taking place on July 23rd and July 24th at the stadium. At the grand opening, there will be free timed ticketed tours, which can be purchased on ticketmaster.com. At the event there will be free family friendly events (Giant Jenga, Cornhole, and Connect Four), a 3D chalk artist, movies in the park, a ferris wheel, and some free food. Vikings Village will also be open for the event. The first weekend the tour tickets were available, over 57,000 tour tickets were downloaded, and the MSFA is expecting roughly 200,000 people in attendance.

Chair Kelm-Helgen explained that the extreme weather on July 14, 2016 caused some zinc panels on the exterior of the building to partially disengage on the top edge of the panel. No panels were fully disengaged from the building, and the panels will not need to be replaced. The MSFA is working with Mortenson and HKS to understand what caused the problem and permanently address this issue.

On Tuesday, July 12th, Aramark, MSFA, SMG, and the Minnesota Vikings unveiled the U.S. Bank Stadium menu, highlighted by a robust lineup of Minneapolis-St. Paul-based bakeries, brands, and businesses that will establish it as a one-of-a-kind dining experience within the Minnesota sports landscape and across the sports and entertainment industry, stated Chair Kelm-Helgen. From emerging brands and award-winning restaurants to rising stars and culinary icons, Aramark has worked closely with its stadium partners to identify food and beverage partners that will bring a unique flair and a distinctive taste of the Twin Cities and surrounding area to U.S. Bank Stadium.

6. BUSINESS

a. Action Items

i. Delegation of Authority to Execute Certain Contracts and Contract Revisions

At the June 2016 Board meeting, you gave the Chair and CEO/Executive Director additional authority to make contract amendments and execute other contracts that may be required on an urgent basis, up to a



total of \$2 million, in order to help close out the Stadium project in an efficient manner. This delegation of authority expires on July 15, 2016. Staff requests an extension of this authority until the September 2016 regular Board meeting.

Recommendation: *Until the September regular meeting of the MSFA Board, the MSFA authorizes the Chair and CEO/Executive Director to negotiate and execute (1) contract amendments with Mortenson Construction, or other contractors, and (2) other contracts not to exceed \$2 million in total as long as the amount of contract increases are otherwise included in the Master Project Budget or funded by the Vikings, in which case the Master Project Budget will be increased, under direction of the Chair and CEO/Executive Director, in the amount of the Vikings' contribution. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.*

APPROVED

ii. Approval of US Bank Stadium Master Project Budget Adjustments

The items identified that require adjustments to the Master Project Budget are summarized below:

- A) Lawrence Sign Contract Revision 2 – Ring of Honor
- B) Lawrence Sign Contract Revision 3 – Ring of Honor Enhancement
- C) Flair Contract Revision 1 – Anchoring Imbeds
- D) Flair Contract Revision 2 – Communications Box
- E) Flair Contract Revision 3 – Frost Wall Extension
- F) Flair Contract Revision 4 – Polished Surface
- G) Dimensional Innovations Contract – Displays in Vikings Voyage
- H) Star Exhibits & Environments Contract – Graphics on Rear of West Scoreboard
- I) Ryan Contract Revision 9 – Carpeting within Stadium Corridor
- J) HKS ASR 156 – Additional Exterior Doors for Lower Club

Additional details regarding the above are outlined within the corresponding recommendations.

A) Lawrence Sign Contract Revision 2, Ring of Honor

Lawrence Sign submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to incorporate a Ring of Honor within the seating bowl. The Team has agreed to fund the entire Total Cost for this issue, which is \$363,100.00.



Recommendation: *The MSFA approves an increase of \$363,100.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Lawrence Sign Contract Revision 2. The MSFA authorizes the Chair and CEO/Executive Director to execute Lawrence Sign Contract Revision 2, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

B) Lawrence Sign Contract Revision 3, Ring of Honor Enhancement

Lawrence Sign submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to further enhance the Ring of Honor within the seating bowl. The Team has agreed to fund the entire Total Cost for this issue, which is \$53,581.00.

Recommendation: *The MSFA approves an increase of \$53,581.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Lawrence Sign Contract Revision 3. The MSFA authorizes the Chair and CEO/Executive Director to execute Lawrence Sign Contract Revision 3, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

C) Flair Contract Revision 1, Anchoring Imbeds

Flair Contracting submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to have Flair furnish and installed imbedded attachment points to follow on trades involved in the Viking Ship. The Team has agreed to fund the entire Total Cost for this issue, which is \$6,000.00.



Recommendation: *The MSFA approves an increase of \$6,000.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Flair Contracting Contract Revision 1. The MSFA authorizes the Chair and CEO/Executive Director to execute Flair Contracting Revision 1, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

D) Flair Contracting Revision 2, Communications Box

Flair Contracting submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to have Flair furnish and installed a communications box near the Viking Ship. The Team has agreed to fund the entire Total Cost for this issue, which is \$2,000.00.

Recommendation: *The MSFA approves an increase of \$2,000.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Flair Contracting Contract Revision 2. The MSFA authorizes the Chair and CEO/Executive Director to execute Flair Contracting Revision 2, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

E) Flair Contracting Revision 3, Frost Wall Extension

Flair Contracting submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to have Flair extend a frost wall to accommodate a follow on trade involved in the Viking Ship. The Team has agreed to fund the entire Total Cost for this issue, which is \$27,228.00.



Recommendation: *The MSFA approves an increase of \$27,228.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Flair Contracting Contract Revision 3. The MSFA authorizes the Chair and CEO/Executive Director to execute Flair Contracting Revision 3, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

F) Flair Contracting Revision 4, Polished Surface

Flair Contracting submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding. The Team has elected to have Flair provide polished granite surfaces as part of the Viking Ship in lieu of previously specified diamond 10 finish. The Team has agreed to fund the entire Total Cost for this issue, which is \$14,826.08.

Recommendation: *The MSFA approves an increase of \$14,826.08 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Flair Contracting Contract Revision 4. The MSFA authorizes the Chair and CEO/Executive Director to execute Flair Contracting Revision 4, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

G) Dimensional Innovations Trade Contract Agreement

The MSFA authorized staff on April 15, 2016 to finalize terms and enter in an agreement for the Vikings Voyage displays. Staff has executed a Trade Contract Agreement with Dimensional Innovations for this work. This contract is funded by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has agreed to fund the entire Total Cost for this contract, which is \$1,795,216.85.

Recommendation: *The MSFA approves an increase of \$1,795,216.85 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contractor Agreement*



within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Dimensional Innovations Trade Contractor Agreement. The MSFA authorizes the Chair and CEO/Executive Director to execute the Trade Contractor Agreement with Dimensional Innovations. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion

APPROVED

H) Star Exhibits & Environments Trade Contract Agreement

The MSFA authorized staff on May 20, 2016 to finalize terms and enter in agreements for Viking funded enhancements. Staff has executed a Trade Contract Agreement with Star Exhibits for graphics to be applied to the rear of the west scoreboard. This contract is funded by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has agreed to fund the entire Total Cost for this contract, which is \$354,137.04. The Team has proposed to use existing budgeted Team funds of \$116,822.70 and new Additional Team Funding of \$237,314.34 for this contract.

Recommendation: *The MSFA approves an increase of \$237,314.34 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. This increase is the Team's agreed upon contribution for Star Exhibits Trade Contractor Agreement. The MSFA authorizes the Chair and CEO/Executive Director to execute the Trade Contractor Agreement with Star Exhibits. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

I) Ryan Contract Revision 9, Carpeting within Stadium Corridor

Ryan Construction submitted a proposal to perform additional work as a result of requested changes from the Team. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to have Ryan furnish and install carpeting in a corridor of the stadium that is adjacent to the skybridge constructed by Ryan. The carpeting will match what is currently installed in the skybridge. The Team has agreed to fund the entire Total Cost for this issue, which is \$41,112.00.



Recommendation: *The MSFA approves an increase of \$41,112.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Trade Contract Agreement within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Ryan Contract Revision 9. The MSFA authorizes the Chair and CEO/Executive Director to execute Ryan Contract Revision 9, inclusive of the aforementioned Issue. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

J) HKS ASR 156, Additional Exterior Doors to Lower Club Team Space

HKS has submitted an Additional Service Request ("ASR") to perform design services that result in a change to the Construction Documents. The following ASR is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to proceed with the additional of new exterior doors into a Team space on the lower club level, also known as ASR 156. The Team has agreed to fund the entire Total Cost for this ASR, which is \$37,654.00, and will be included in DSA Revision No. 30.

Recommendation: *The MSFA approves an increase of \$37,654.50 to the Team Contribution Source of Funding within the Stadium Capital Budget. The Additional AE Services line item within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for ASR 156. The MSFA authorizes the Chair and CEO/Executive Director to execute DSA Revision No. 30, inclusive of the aforementioned Issue.*

Summary:

The proposed budget adjustments outlined in this memorandum would modify the US Bank Stadium Master Project Budget as outlined in the attached Table 1 – U.S. Bank Stadium Master Project Budget Summary.



Table 1

U.S. Bank Stadium Master Project Budget Summary

Division	Description	Master Project Budget as of 5/20/16	Staff Budget Adjustments 5/21/16 - 7/14/16	Proposed Budget Increases 7/15/16	Adjusted Budget 7/15/16
SOURCES OF FUNDS					
00-25-005	Team Contribution	\$377,000,000.00			\$377,000,000.00
00-25-010	Private Contribution	\$100,000,000.00			\$100,000,000.00
00-25-015	Additional Team Contribution	\$126,813,474.94		\$2,803,691.77	\$129,617,166.71
00-30-005	State of Minnesota Contribution	\$498,000,000.00			\$498,000,000.00
00-90-005	Aramark Capital Investment	\$3,500,000.00			\$3,500,000.00
00-90-010	SMG Capital Investment	\$2,250,000.00			\$2,250,000.00
00-90-015	Verizon Capital Investment	\$13,310,167.00			\$13,310,167.00
00-90-020	NRG Cost Reimbursement	\$232,345.00			\$232,345.00
00-90-025	Commemorative Brick Proceeds	\$1,300,000.00			\$1,300,000.00
00-90-030	Design Team Contribution	\$300,000.00			\$300,000.00
	Total Sources of Funds	\$1,122,705,986.94	\$0.00	\$2,803,691.77	\$1,125,509,678.71
USES OF FUNDS					
10-00-000	Site Acquisition & Improvements	\$58,971,517.35	(\$1,075,113.75)	\$91,166.08	\$57,987,569.68
20-00-000	Construction Costs	\$879,116,863.10	\$7,065,204.00		\$886,182,067.10
30-00-000	Furnishings, Fixtures & Equip.	\$59,291,726.81	\$1,152,421.40	\$2,383,975.85	\$62,828,124.06
40-00-000	Development Costs	\$85,477,453.57	\$504,858.08		\$85,982,311.65
50-00-000	Financing Costs	\$0.00			\$0.00
60-00-000	Other Project Costs	\$0.00			\$0.00
	TCF Stadium Improvements	\$7,283,301.82	(\$90,515.89)		\$7,192,785.93
	East Event Buildout	\$0.00			\$0.00
	Other Mutually Agreed Cost 1	\$807,299.40	(\$149,205.06)		\$658,094.34
	Other Mutually Agreed Cost 2	\$804,177.00	(\$704,177.00)		\$100,000.00
	IPTV Enhancement	\$436,994.33	(\$441,726.33)		(\$4,732.00)
	Mediation Settlement	\$16,250,000.00			\$16,250,000.00
	Team Funded Enhancements	\$700,000.00	(\$997,151.15)	\$328,549.84	\$31,398.69
	Sponsorship Power/Data Fund	\$750,000.00	(\$7,080.00)		\$742,920.00
90-00-000	Project Contingency	\$12,816,653.56	(\$5,257,514.30)		\$7,559,139.26
	Total Uses of Funds	\$1,122,705,986.94	\$0.00	\$2,803,691.77	\$1,125,509,678.71



iii. Authority to Enter into License Agreements

MSFA continues to work with a variety of technology vendors and broadcast partners for the design, implementation, and management of fiber optic cabling, broadcast network services, and public safety and radio to support Stadium operations, and which require Stadium License Agreements.

These partners will include, among others, the FBI; WCCO, KSTP, KARE 11 and KMSP Fox 9 TV Stations; Level3/Vyvx and The Switch.

The staff is requesting authority to finalize and enter into License Agreements, as required, accept any required payments, and adjust the Project Budget to reflect new sources and associated increases.

Recommendation: *The Authority authorizes MSFA staff to enter into License Agreements, accept any required payments, and adjust the Project Budget to reflect new sources and associated increases. Commissioner Butts Williams moved to approve the recommendation. Commissioner Griffith seconded the motion.*

APPROVED

iv. U.S. Bank Stadium Operating Roles/Responsibilities of the MSFA Chair and CEO/Executive Director

As U.S. Bank Stadium moves from the construction phase to Stadium operations, the MSFA Chair and CEO/Executive Director have prepared an outline of the Roles/Responsibilities of the MSFA Chair and CEO/Executive Director beginning with the full-time operation of the Stadium. The MSFA Chair and CEO/Executive Director have established the proposed Roles/Responsibilities in a manner that separates the anticipated management tasks, oversight and responsibilities among the MSFA Chair and CEO/Executive Director minimizing any duplication of roles/responsibilities and providing a delineation of duties. The MSFA Chair and CEO/Executive Director is requesting approval of the Board of the Roles/Responsibilities document as attached.

Recommendation: *The Board approves the proposed Operating Roles/Responsibilities of the MSFA Chair and CEO/Executive Director. Commissioner Griffith moved to approve the recommendation. Commissioner McCarthy seconded the motion.*



APPROVED

MSFA CEO/Executive Director

Overview - The MSFA CEO/Executive Director is primarily responsible for directing, managing and oversight of the MSFA staff, MSFA contractors and Tenant relationships. The CEO/Executive Director will be responsible for directing and implementing the MSFA Board short and Long-term policies and initiatives and managing all aspects of Stadium operations. The CEO/Executive Director is responsible for the administration of major contracts and day-to day operations of the Stadium.

Party	Description	Frequency	Estimated Hours Per Month (out of 160)
<u>MSFA</u> <i>Staff/Consultants</i>	Management of MSFA staff: <ul style="list-style-type: none"> Financial <i>Budgeting, Projections Reporting</i> Human Resources Equity, Workforce Regulatory Compliance Office Management Document Management 	Day to Day, Periodic (Circumstance based)	24
	Management of legal and consulting services Oversight and Compliance with Third Party MSFA Contracts	Day to Day, Periodic (Circumstance based)	12
<u>MSFA</u> <i>Board</i>	Coordination with the Board Chair to: <ul style="list-style-type: none"> Prepare and present staff reports and other information to the Board as requested by the Chair or Board members Brief Commissioners with Board Chair, as requested Assist in the preparation of the monthly Board Packet Implement Board Policies and Initiatives	Monthly, Quarterly, Periodic reporting periods (Event or circumstance based)	10



<u>SMG</u>	Serve as the Liaison of the Authority consistent with the Management Agreement: <ul style="list-style-type: none"> • Day to Day Stadium Management • Meetings • Reviews 	Day to Day, Periodic (Circumstance based)	28
	Monitor compliance of the Management Agreement: <ul style="list-style-type: none"> • Overall Contract Compliance • Operations Manual • Annual Operating Plan • Annual Operating Budget • Annual Capital Funding Plan • Maintenance Plan • Quality Performance Standard compliance • Vendor selection/Procurement • Workforce 	Monthly, Quarterly, Periodic reporting periods (Event or circumstance based)	14
	Oversight and monitoring of Event and Financial Reporting: <ul style="list-style-type: none"> • Event reports • Financial reports 	Monthly, Quarterly, Periodic reporting periods (Event or circumstance based)	10
<u>Aramark</u>	Serve as the Liaison of the Authority consistent with the Concession Agreement and the Management Agreement: <ul style="list-style-type: none"> • Day to Day Management • Meetings • Reviews 	Day to Day, Periodic (Circumstance based)	8
	Monitor compliance of the Concession Agreement: <ul style="list-style-type: none"> • Event Reports • Menu, pricing & services • Coordination with Team Events • Financial Reporting • Customer Satisfaction Compliance • Vendor Selection/Procurement 	Monthly, Quarterly, Periodic reporting periods (Event or circumstance based)	4



	<ul style="list-style-type: none"> • Workforce 		
<u>Team</u>	<p>Serve as the Liaison of the Authority consistent with the Use Agreement:</p> <ul style="list-style-type: none"> • Day to Day Stadium Issues • Team Event Day Stadium Issues • Meetings • Reviews 	Day to Day, Periodic (Circumstance based)	16 (more during Football Season)
	<p>Monitoring and management of the terms of the Stadium Use Agreement:</p> <ul style="list-style-type: none"> • Event Day • Consultation Rights • Authority Stadium Use Agreement Requirements • Capital Planning/Team Initiatives 	Day to Day, Periodic (Circumstance based)	8 (more during Football Season)
<u>Ryan/Parking</u>	<p>Monitor compliance of the Parking Agreement:</p> <ul style="list-style-type: none"> • Activity reports • Financial reporting • Capital Planning 	Periodic (Circumstance based)	4
<u>Miscellaneous</u>	<p>Daily Issues/Crisis, Meetings, Scheduling, Preparation, Interaction with Chair, SMG, Aramark and Others</p> <p>Event Sales & Marketing/Authority Suite</p>	Day to Day, Periodic (Circumstance based)	26
	<p>Liaison for H.S. and Collegiate Baseball Activity at the Stadium</p> <p>Interface with MN Baseball/U of M Baseball</p>	Day to Day, Periodic (Circumstance based)	6 (more during Baseball Season)
Totals			170



MSFA Board Chair

Overview - The MSFA Chair is primarily responsible for representing the MSFA Board with regard to the Board's strategic policies and initiatives. The MSFA Chair will preside at all meetings of the Board and will be the principal spokesperson of the MSFA. The MSFA Chair shall all be responsible for oversight and coordination of Event marketing and advertising of the Stadium, public relations, community outreach and interface with legislative and other governmental bodies.

Party	Description	Frequency	Estimated Hours Per Month (out of 160)
<u>MSFA Board</u>	Coordination of the MSFA Board <ul style="list-style-type: none"> Chair Meetings Brief Commissioners Preparation of the monthly Board Agenda and Information Packet Coordinate Information Dissemination & Commissioner Involvement	Day to Day, monthly, Periodic	18
	Coordination with the CEO/Executive Director implementation of Board Policies and Initiatives Financial Budgeting and Monthly/Quarterly Financial Review and Oversight	Day to Day, monthly, Periodic	10
<u>MSFA Staff</u>	Management of MSFA Project Coordinator and Communications Director: <ul style="list-style-type: none"> Direction and Coordination of Work Tasks Performance Evaluation and Compensation 	Day to Day, Periodic	8
<u>Public Relations</u>	Management of the Media and Public Relations <ul style="list-style-type: none"> Develop & Implement Short & Long-term Communications Plan Working with and coordinating with MSFA Communications Director & External Communications Firm Manage PR Consultants/Personnel 	Day to Day, Periodic (Circumstance based)	26



<p><u>Sales & Marketing</u> <i>SMG</i></p>	<p>Oversight and coordination of the Event Marketing and Stadium Advertising:</p> <ul style="list-style-type: none"> • Website • Marketing Materials • Advertising Initiatives • Event Approval • Annual Stadium Marketing Plan • Annual Urban Park Marketing Plan • Booking Policies & Rules • Oversee Grand Opening Plans • Interface w/ SMG, City of Minneapolis & Park Operator <p>Approval of All SMG Event Bookings at the Stadium/Commons</p> <p>Monitor Compliance of Team Use Agreement (e.g, event booking, ticketing policies for club patrons)</p> <p>Authority Box Management:</p> <ul style="list-style-type: none"> • Distribution of Event Tickets • Event Marketing & Sales Invitee Initiates and coordination <p>Review and Evaluation of Event Financial Reporting</p>	<p>Day to Day, Periodic (Circumstance based)</p>	<p>26</p>
<p><u>Sales & Marketing</u> <i>Major Events</i></p>	<p>Coordinate Marketing/Application & Implementation for Major Events</p> <ul style="list-style-type: none"> • Oversee Bids & Implementation of Large Events • Overview of Financials on Monthly Basis <p>Interface with the State of Minnesota/City of Minneapolis/Meet Minneapolis and other Key Stakeholders</p>	<p>Periodic (circumstance-based)</p>	<p>10</p>
<p><u>Government Interface and Compliance Coordination</u></p>	<p>Monitor compliance of County Plaza Agreement, State Bond Agreements, and the Park Agreements</p> <p>State & Local Government Relations/Interface Issues/Tasks regarding:</p> <ul style="list-style-type: none"> • SBL's • State Funding Agreement • State Finance/Policy Issues • Equity Issues 	<p>Day to Day, Periodic (Circumstance based)</p>	<p>32</p>



	<ul style="list-style-type: none"> • Tax Issues • Large Event Finance, Infrastructure Issues • Interface on Park/Plaza Issues w/ SMG, City, County, Park Operator, State Agencies, Legislature & Governor's Office <p>Entities:</p> <ul style="list-style-type: none"> • Governor's Office • State Agencies (MMB, DOT, DOR, DPS, Human Rights) • Legislative Oversight Commission • Legislators • City Officials & Staff • Hennepin County Officials & staff • Metro Transit • Metropolitan Council • Labor Groups <p>Legislative Relations/Interface Issues/Tasks:</p> <ul style="list-style-type: none"> • Annual Legislative Report • Reports to the Legislative Oversight Commission • Legislative Agenda • Legislative Regulations for Major Events • State Agency Regulatory Issues • State Finance Agreement – MMB Interface • Manage Legislative/Governmental Consultants <p>City Relations/Interface Issues/Tasks:</p> <ul style="list-style-type: none"> • DTE Commons Liaison • Major Event Coordination • City Approvals 		
<u>Community Outreach</u>	<p>Public Speaking, Presentations, Meetings, Outreach Coordination</p> <ul style="list-style-type: none"> • Business & Civic Organizations • Neighborhood Organizations • Minneapolis Park Committee Representative • Meet Minneapolis Board Member 	Day to Day, Periodic (Circumstance based)	24



Miscellaneous	Daily Issues/Crisis, Meetings, Scheduling, Preparation, Interaction with CEO/Executive Director, SMG, Aramark and Others Authority Box Management: <ul style="list-style-type: none"> • Distribution of Event Tickets • Event Marketing & Sales 	Day to Day, Periodic (Circumstance based)	16
Total			170

v. Memorandum of Understanding with National Audubon Society

The Authority and the Vikings have been working for several months with the Audubon Society to design a collaborative, scientific program to design, research, observe, monitor, analyze, and assess the potential impact of the Stadium on bird mortality due to potential bird collisions. An agreement has been reached to provide funding to Audubon in the amount of \$300,000 (paid equally between the Authority and the Vikings) for this study. Design of the study would begin immediately, with monitoring during 2017 and 2018, and issuance of a Final Report by June 2019. The Final Report will include any required possible deterrents and management techniques to reduce collisions.

Recommendation: *The Chair and CEO/Executive Director are authorized to finalize and execute the Memorandum of Understanding with National Audubon Society, Inc., and all related documents. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

b. Report Items

i. Mortenson Construction/Mediation Settlement

John Wood of Mortenson Construction gave the construction update to the board, and touched on three different points.

Status of completion: Mortenson Construction gave the keys to the Minnesota Sports Facilities Authority on June 17th. They achieved substantial completion by approval of the architect six weeks early; however, Mortenson does have a lengthy punch list. Mr. Wood mentioned that he wants to complete the punch list by the first event in the stadium, so the building will be completely finished for the guests.



Some of the items on the list are the final completion of the upper suites, Vikings Voyage, and the Founders' Lounge. Mortenson received the certificate of completion, and they are very excited to have completed the project in such a timely manner. Mr. Wood stated that he can confidently say there has never been an NFL stadium with this level of completion in such little time. He also noted that this is not just the work Mortenson, but also includes great collaboration, including HKS and all their other partners.

Mr. Wood also provided background and a status of the exterior metal panels. It was noted that there have been some problems. Some of the exterior panels have not been keeping water out of the building, and that water is seeping under the metal panels. The recent storm contained strong winds, causing a number of the zinc panels to be dislodged from their installed spot, and slide out of place. In order to solve the problem, Mr. Wood stated that Mortenson has added additional fasteners that will be installed on the building to protect the panels from sliding in the future. As of July 14, 2016, 50% of the repairs are complete, and the others should be completed before the end of July.

Lastly, Mr. Wood provided a report on Mortenson's acceptance of the mediation. Mr. Wood was very appreciative and feels that the settlement was a fair outcome for all parties.

7. PUBLIC COMMENTS

1. Jerry Bahls, President of the Audubon Chapter of Minneapolis: Mr. Bahls stated that although the study is an important step in measuring bird fatalities, he is disappointed with how long it took, and believes that there is still a high potential for issues. Mr. Bahls also expressed his frustration about having to wait two years for the results of the study, and would like the results to be released quarterly, instead of annually. Lastly, he stated that he would like the study duration to be five years for more accurate results.
2. Barb Lau: Ms. Lau spoke to the board and congratulated them on their equity goals for women and minority owned businesses. After five years of meetings, brainstorming sessions, and planning a comprehensive equity plan, she was delighted when she saw how many women owned businesses were chosen to be a part of US Bank Stadium. Many of these women owned businesses did not think that they would be able to succeed, but being chosen to provide their services to the stadium has given them reassurance that they can be successful. She also stressed that because these companies were given this opportunity, they have also been getting



business for other projects. Ms. Lau thanked the MSFA and Mortenson, as their vision has now become a reality.

3. Ann Laughlin: Ms. Laughlin mentioned that Chair Kelm-Helgen previously stated that the bird issue was addressed after the glass was installed, and she believes that Chair Kelm-Helgen's statement is false. Ms. Laughlin noted that the issue regarding the birds was discussed in October 2012. Ms. Laughlin is aware that the construction workers have not found any deceased birds at this time, but that does not mean that birds will not become injured in the future.

8. DISCUSSION

There were no discussions

9. ANNOUNCE FUTURE MEETINGS

Friday, September 21, 2016, 9:00 A.M. – Board Meeting

10. ADJOURNMENT

There being no further business to come before the MSFA, Commissioner Griffith moved to adjourn the meeting, seconded by Commissioner Butts Williams and approved unanimously – 5 YEAS, 0 NAYS.

APPROVED



The meeting was adjourned at 10:02 am.

ADOPTED this 19th day of August 2016 by the Minnesota Sports Facilities Authority

Secretary, Bill McCarthy

Ted Mondale, CEO/Executive Director