



MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes – April 20, 2018

U.S. Bank Stadium – Medtronic Club  
1005 South 4<sup>th</sup> Street, 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, Barbara Butts Williams, Tony Sertich, Bill McCarthy, and Laura Bishop

3. **APPROVAL OF MEETING MINUTES – March 16, 2018.** See, Exhibit A.

4. **BUSINESS**

a. Action Items

**i. Approve Stafford-Smith, Inc. Contract Revision #1**

At the August 25, 2017 board meeting, the MSFA accepted the proposal and awarded the contract for stadium concessions cooking and holding equipment to Stafford-Smith, Inc. for a contract total of \$273,700.46. During the course of this project, Stafford Smith, Inc. submitted a contract revision for additional materials and labor, for \$8,156.50 which increased the contract amount to \$281,856.96. Staff requested approval for the Stafford-Smith, Inc. contract revision. See, Exhibit B.

Chair Vekich asked James Farstad, the MSFA’s Interim Executive Director, if there would be any additional work in the future that would increase the cost? Mr. Farstad stated that there is no additional work required.

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

*The Minnesota Sports Facilities Authority approves an increase of \$8,156.50 to the Stafford-Smith, Inc. trade contract agreement for contract change revision #1. The MSFA authorizes the Chair and Executive Director to execute contract change revision #1, for the revised total contract amount of \$281,856.96.*

**ii. Approve LS Black Constructors, Inc. Contract Revisions #1-#8**

At the August 3, 2017 MSFA board meeting, the MSFA awarded a contract to LS Black Constructors, Inc. for the Women's Locker Room Buildout, Hyundai Club Kitchen Equipment Buildout, and the Video Production Room Cooling projects for a contract total of \$1,297,500. During the construction and installation of these projects several contract change revisions were submitted by the contractor which total \$67,593.72. The revised contract amount is \$1,350,093.72. Staff requested approval for LS Black Constructors, Inc. contract revisions #1 through #8. See, Exhibit C.

Mr. Farstad stated that if LS Black Constructors, Inc. needs to increase their payment and performance bond amount, then the contract amount may need to increase by an additional \$10,000.

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 approves an increase of \$67,593.72 to the LS Black Constructors, Inc. trade contract agreement for contract change revisions #1 through #8, as listed above. The MSFA authorizes the Chair and Executive Director to execute contract change revisions #1 through #8, for the revised total contract amount of \$1,365,093.72. If LS Black Constructors, Inc. needs to increase their payment and performance bond amount, then the contract amount may increase by an additional \$10,000.*

**b. Report Items**

**i. Executive Director Report**

James Farstad, the MSFA's Executive Director, began his report by discussing the MSFA's Capital Procurement Process, and noted that the MSFA is working with SMG and the Minnesota Vikings to finalize the capital project list. The MSFA has streamlined the Request for Proposal (RFP) procedure and created a Request for Quote (RFQ) process, which reduces the amount of paperwork that must be completed for a submission of a proposal. He stated that the RFP for the Blackout Curtains has been going well, and that the proposals were due that day. Lastly, Mr. Farstad announced the MSFA and its partners have been working with the Minneapolis Downtown Council to create a beacon wayfinding system for the three miles of skyway in downtown Minneapolis. This wayfinding system would be installed in the stadium app, and would provide skyway maps from the stadium, to the A, B, and C parking ramps near Target Field.

Commissioner McCarthy asked Mr. Farstad about the status of the metal panels on the exterior of the stadium. Mr. Farstad stated that the MSFA will be looking at the exterior panels using a drone in order to see parts of the stadium that are not visible from the ground. The drone will also look at the roof to identify any problems. Commissioner McCarthy then inquired if there have been any water issues with the roof, and Mr. Farstad stated that there will most likely be heavy rains within the next month, which will identify any problems with leaking, but that the MSFA is not expecting any issues.

Chair Vekich asked Mr. Farstad if he would address the Blackout Curtain Capital Procurement, as it will be a large project. Mr. Farstad stated that the stadium is seeking blackout curtains for the 2019 NCAA Final Four and other events that require a darkening solution. He noted that the project will be extensive, as over 460,000 square feet of glass and ETFE will need to be covered. Interviews have been scheduled with companies who have submitted a proposal, and the MSFA will be reviewing proposals this weekend. The MSFA is expecting the project to be completed next winter and has entered into event agreements where the blackout curtains will be used. Commissioner Butts Williams asked Mr. Farstad if the board members would be able to sit in on the interviews with potential proposers, as she believes it is important to be included, as it is a large purchase. Chair Vekich stated that the MSFA was planning on inviting the board members, and that he would provide the interview schedule to the board.

## **ii. SMG Report**

U.S. Bank Stadium's General Manager, Patrick Talty, gave an update about upcoming events that will be hosted in the stadium. See, Exhibit D.

Following his presentation, Chair Vekich asked Mr. Talty to report about the NCAA Final Four, and Mr. Talty stated that some SMG staff members attended the Final Four in San Antonio. He reported that SMG learned about the operations of hosting the NCAA Final Four and noted that the majority of the work occurs "backstage" in order to throw such a large event. He then provided a status update about the planning of the Final Four in Minneapolis. He stated that there will be a temporary seating system installed on the field, which is a large task and requires many workers to assemble. There will also be a test game on December 1, 2018, however; it will not include the temporary seating.

Chair Vekich stated that while in San Antonio, he spent most of his time behind the scenes, and that he learned a great amount about operations. He reported that the crowd was very different from the Super Bowl, and that the Final Four is a more family-friendly event, which included many children. Chair Vekich also met the executive team from the NCAA, and they are confident that Minneapolis is ready and capable of hosting the Final Four. Lastly Chair Vekich commended the Local Organizing Committee, SMG, and all of the other stadium partners for their great work.

Chair Vekich asked Mr. Talty to provide an update on the black-out curtains that will be used during the Final Four.

Mr. Talty stated that the black-out curtains are a capital improvement to the stadium, that they can be reused many times for different types of events. U.S. Bank Stadium is hosting a large religious event in both 2019 and in 2021, and black out curtains are required to have the event. Having the ability to black-out the windows and the ETFE will likely draw more large events to the stadium, which will benefit local hotels, restaurants, and many Minnesota companies.

Commissioner Butts Williams asked Mr. Talty to discuss the security for the Final Four, and if any additional security will be needed. Mr. Talty stated that he is proud of G4S and Whelan Security's work. Both of the security companies will be working with the Minneapolis Police Department, and they will all be required to participate in on-going training each month. Mr. Talty reported that they are constantly reviewing and updating security procedures, and he feels confident that the Final Four will be a very safe event for all the attendees. Chair Vekich stated that the NCAA is a SEAR 3 security level, but the Final Four tournament is a SEAR 2 level event. He then asked Mr. Talty to differentiate the levels of security. Mr. Talty stated that the Super Bowl is a SEAR 1 level, which requires full support of the United States government along with the coordination with state and local security forces. A SEAR 2 event may need assistance and federal support, but on a smaller scale. They support areas in which the state and local agencies may lack expertise or resources.

Mr. Vekich then request that Lester Bagley, Executive Vice President of Public Affairs at the Minnesota Vikings, discuss the Vikings draft party and the 2018-2019 schedule. Mr. Bagley stated that the Vikings Draft Party will be held on Thursday April 29th at 6 PM at U.S. Bank Stadium. The Vikings are preparing for the party, which this year, will be on the first day of the draft instead of the third day. It is an exciting event for the Vikings, and they are estimating that there will be roughly 3,000 guests in attendance. He also noted that because the Vikings have moved to their new facility in Eagan, they have over 5,000 Vikings related items that will be available for purchase to the public. Lastly, Mr. Bagley announced that the first preseason game is on August 18<sup>th</sup> against the Jacksonville Jaguars, and the first regular season opener is against the San Francisco 49'ers on September 9<sup>th</sup>, at U.S. Bank Stadium. The Vikings will have two Sunday night football games, and one of those games is against the Green Bay Packers.

#### 5. PUBLIC COMMENT / DISCUSSION

There were no public comments.

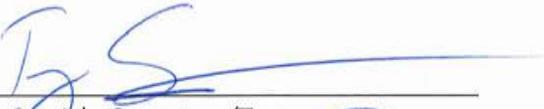
#### 6. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held May 18, 2018, at 9:00 A.M. at Mill City Museum.

7. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:50 A.M.

*Approved and adopted the 18<sup>th</sup> day of May 2018, by the Minnesota Sports Facilities Authority.*

  
\_\_\_\_\_  
Tony Sertich, Secretary/Treasurer

  
\_\_\_\_\_  
James Farstad, Interim Executive Director



## EXHIBIT A

### MINNESOTA SPORTS FACILITIES AUTHORITY Meeting Minutes – March 16, 2018

U.S. Bank Stadium – Medtronic Club  
1005 South 4<sup>th</sup> Street, Minneapolis, MN 55415

1. **CALL TO ORDER**

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 9:04 A.M.

2. **ROLL CALL**

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

3. **APPROVAL OF MEETING MINUTES – January 19, 2018.** *See, Exhibit A.*

4. **BUSINESS**

a. **Action Items**

**i. Approval of Capital Items for Minnesota Vikings Designated Items**

At the June 22, 2017 board meeting, the MSFA board approved the 2017-2018 Capital Reserve Account budget and plan, which included total capital expenses of \$5,125,195. Recently, the capital project plan was modified by the executive director, and certain projects were placed on hold or eliminated, which reduced the expense budget to \$3,005,981. The MSFA recommends that the Team designated projects be added to the 2017-2018 capital plan and the Capital Reserve Account budget be revised. See, Exhibit B.

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

*The Minnesota Sports Facilities Authority adopts the revised 2017-2018 capital reserve account budget and approves inclusion of the Minnesota Vikings designated capital projects in the 2017-2018 revised capital project plan.*

## **ii. Approval of Aramark Concession Capital Items and Funding**

At the June 22, 2017 meeting, the MSFA board approved the 2017-2018 Concession Capital Reserve Account budget and plan, which included total capital project expenses of \$2,078,000. Aramark recently recommended and prioritized additional concession capital improvements that should be part of the 2017-2018 concession capital budget. The projects total \$560,944, which increases the budget to \$2,638,944. See, Exhibit C.

Commissioner Butts Williams asked Mr. Farstad if there is a particular area in the stadium that needs continuous work, and if the board should be aware of any upcoming improvements that need to be made. Mr. Farstad stated that the MSFA is focusing on identifying needed improvements on the main concourse level of the stadium and many improvements are in progress.

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 revised 2017-2018 concession capital reserve account budget.*

## **b. Report Items**

### **i. Executive Director Report**

James Farstad, the MSFA's Executive Director, began his report by discussing the security at U.S. Bank Stadium during Super Bowl LII. He noted that the safety effort of the community was truly amazing, and that there were countless meetings to ensure that U.S. Bank Stadium was safe for all of its guests. He stated that the NFL implemented many improvements to the facility, and that many of these improvements will be made to the stadium. All of the improvements were photographed so that the stadium staff can mimic some of the ideas that the NFL implemented for Super Bowl LII. Mr. Farstad thanked all of the stadium partners for their contribution for making the Super Bowl LII a great success and stated that the event showcased Minneapolis and put U.S. Bank Stadium on the world stage.

He noted that the stadium partners are working together to design skyway wayfinding features for the stadium app, in order to help guests navigate the four miles of skyways around downtown Minneapolis.

### **ii. Quarter 2 Budget Report – December 31, 2017**

Ms. Fox-Stroman provided the MSFA Board with the Quarter 2 budget report for December 31, 2017. See, Exhibit D.

Chair Vekich asked Ms. Fox-Stroman if she has any concerns on the horizon. Ms. Fox-Stroman stated that she sees no future problems and that we are on budget.

Commissioner Butts Williams asked Ms. Fox-Stroman if she could provide a brief overview about the MSFA's trust accounts. Ms. Fox-Stroman described the structure and purpose of the multiple trust accounts and their relationship to the construction of the stadium.

### **iii. Super Bowl LII Update**

Patrick Talty, General Manager of U.S. Bank Stadium at SMG, provided a detailed report recapping Super Bowl LII. See, Exhibit E.

Chair Vekich noted that Super Bowl LII ran flawlessly, and that the operations were so smooth that they were boring. He applauded the Minnesota Super Bowl Host Committee for putting together an amazing event, especially with the coordination of the volunteer program. He stated that they were a great partner during the planning and execution of Super Bowl LII, and that he really enjoyed working with their organization.

Mr. Talty followed Chair Vekich's remarks by stating that the NFL commented on how Super Bowl LII was the smoothest operation they had seen within the last decade.

Chair Vekich then called upon Jennifer Hathaway, Director of Communications at the MSFA, to discuss the sustainability program during Super Bowl LII. Ms. Hathaway noted that becoming gold LEED Certified was a group effort, and that success transferred over to Super Bowl LII. She stated that over 91% of the waste at Super Bowl LII was diverted to either recycling or composting. Ms. Hathaway noted that Curtis Schmillen and Bradley Vogel of SMG have been a huge contributor to the sustainability program, and that it would not have been possible without them. SMG took the lead in converting waste to recyclables, and also came up with creative ideas to make it easier for guests to differentiate between trash, recyclables, and compostables. She stated that Aramark also played a large role in the success, as they ensured all of their serving dishes were compostable or recyclable.

Commissioner Bishop thanked Ms. Hathaway, SMG, and Aramark for their hard work. She noted that she works on the sustainability program at Best Buy, and that being 91% recyclable/compostable is not an easy task. Lastly, she stated that she is excited to watch the program move forward and is looking forward to the continuous improvement.

Chair Vekich noted that he heard some wonderful stories about out of town guests who made donations to the people of Minnesota, and asked Mr. Talty to elaborate. Mr. Talty stated that many out-of-town guests did not bring weather appropriate attire, and with the subzero temperatures, needed to purchase winter gear. After the commencement of Super Bowl LII, those guests who no longer needed their warm clothing were able to donate to Minnesotans in need. Mr. Talty stated that this clothing

drive would not have been possible without the collaboration of the Minnesota Super Bowl Host Committee and the NFL.

Chair Vekich then called upon John Fitzgibbon, District Manager of Aramark, to provide a Super Bowl LII update. Mr. Fitzgibbon stated that Super Bowl LII was a spectacular event and that Aramark was proud to be able to serve the food and beverages to the guests. He stated that he is very pleased with how smoothly the operations of the event went, and that he is looking forward to possibly having another Super Bowl in the future.

Chair Vekich called upon Lester Bagley, Minnesota Vikings, to provide a Super Bowl LII update to the board. Mr. Bagley stated that Super Bowl LII was an exceptionally well operated event and that he was proud of how smoothly it ran. He noted that it may be another 7-10 years until the Super Bowl comes back to U.S. Bank Stadium but stated that there are other major NFL events that rotate around the country, such as the draft party and the kick-off program that could potentially be hosted in Minneapolis in the future. He stated that the stadium received great feedback from Roger Goodell and the NFL.

## 5. PUBLIC COMMENT / DISCUSSION

### 1. Jerry Bahls

Mr. Bahls thanked the MSFA, SMG, NFL and the Vikings for their recycling efforts during Super Bowl LII. He stated that he appreciates the effort and is happy that the trash will not end up in a landfill. Mr. Bahls then extended an invitation to the public and to the MSFA board to attend a presentation regarding bird safety and glass collisions, and he stated that Dr. Klem, a professor at Muhlenberg College in Allentown, PA, will be presenter.

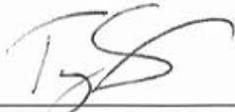
## 6. ANNOUNCEMENT OF NEXT MEETING

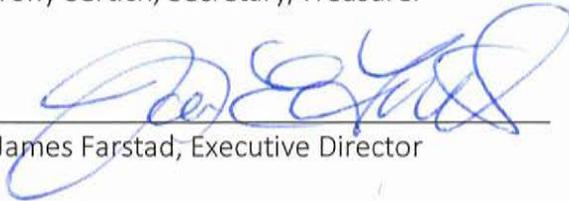
Chair Vekich announced that the next MSFA meeting will be held April 20, 2018, at 9:00 A.M. at U.S. Bank Stadium in the Medtronic Club.

7. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 10:00 A.M.

*Approved and adopted the 20<sup>th</sup> day of April 2018, by the Minnesota Sports Facilities Authority.*

  
\_\_\_\_\_  
Tony Sertich, Secretary/Treasurer

  
\_\_\_\_\_  
James Farstad, Executive Director



## EXHIBIT B

### MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad and Mary Fox-Stroman

DATE: April 20, 2018

SUBJECT: Approve Stafford-Smith, Inc. Contract Revision #1

At the August 25, 2017 board meeting, the MSFA accepted the proposal and awarded the contract for stadium concessions cooking and holding equipment to Stafford-Smith, Inc. for a contract total of \$273,700.46.

During the course of this project, Stafford-Smith, Inc. submitted a contract change revision for additional custom fabrication and installation services including repiping the gas and water lines for the equipment, adding side skirts for hoods, and adding stainless steel covers to the convection ovens. The cost for the additional custom fabrication and installation services is \$8,156.50, and the revised contract amount is \$281,856.96.

Stafford-Smith, Inc. Trade Contract Agreement amount	\$273,700.46
Change revision #1	<u>\$ 8,156.50</u>
Revised Total Contract Amount	<u>\$281,856.96</u>

**Recommended Motion: The Minnesota Sports Facilities Authority approves an increase of \$8,156.50 to the Stafford-Smith, Inc. trade contract agreement for contract change revision #1. The MSFA authorizes the Chair and Executive Director to execute contract change revision #1, for the revised total contract amount of \$281,856.96.**



## EXHIBIT C

### MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad and Mary Fox-Stroman

DATE: April 20, 2018

SUBJECT: Approve LS Black Constructors, Inc. Contract Revisions #1 - #8

At the August 3, 2017 MSFA board meeting, the MSFA awarded a contract to LS Black Constructors, Inc. for the Women’s Locker Room Buildout, Hyundai Club Kitchen Equipment Buildout, and the Video Production Room Cooling projects for a contract total of \$1,297,500.

During the construction and installation of these projects several contract change revisions were submitted by the contractor. The eight change revisions total \$67,593.72 and are described below:

<b>LS Black Constructors, Inc. Trade Contract Agreement amount</b>	\$1,297,500.00
<b>Change revision #1</b> – Women’s Locker Room Buildout project - Add door to therapy rooms and relocate electrical service	\$ 14,155.90
<b>Change revision #2</b> – Hyundai Club Kitchen Equipment project - Addition of new tilt skillet braising pan, gas and credit for elimination of double pass overself	\$ 14,153.98
<b>Change revision #3</b> – Video Production Room Cooling project - Remove four 5-ton chilled water computer room cooling units and add one 5-ton and two 10-ton chilled water computer cooling units	\$ 5,792.60
<b>Change revision #4</b> – Women’s Locker Room Buildout project - Credit for televisions not provided to project	\$ (\$1,265.00)
<b>Change revision #5</b> – Video Production Room Cooling project - Installation of 33 Middle Atlantic perforated rear doors on cooling racks, installation of containment curtains in the rack room, and credit for allowance of \$22,000 for hard containment	\$ 4,884.00
<b>Change revision #6</b> – Hyundai Club Kitchen Equipment project – Replaced proposed walk-in coolers/freezers with walk-in coolers freezers that were capable of supporting the load. Added roof hatch to walk-in unit for access to condensing units	\$ 8,136.24
<b>Change revision #7</b> – Hyundai Club Kitchen Equipment project – Installation of transfer fan above walk-in coolers.	\$ 10,698.60
<b>Change revision #8</b> – Hyundai Club Kitchen Equipment project- Installation of grease interceptor and grease waste piping	\$ 11,037.40
<b>Revised Total Contract Amount</b>	<b><u>\$1,365,093.72</u></b>

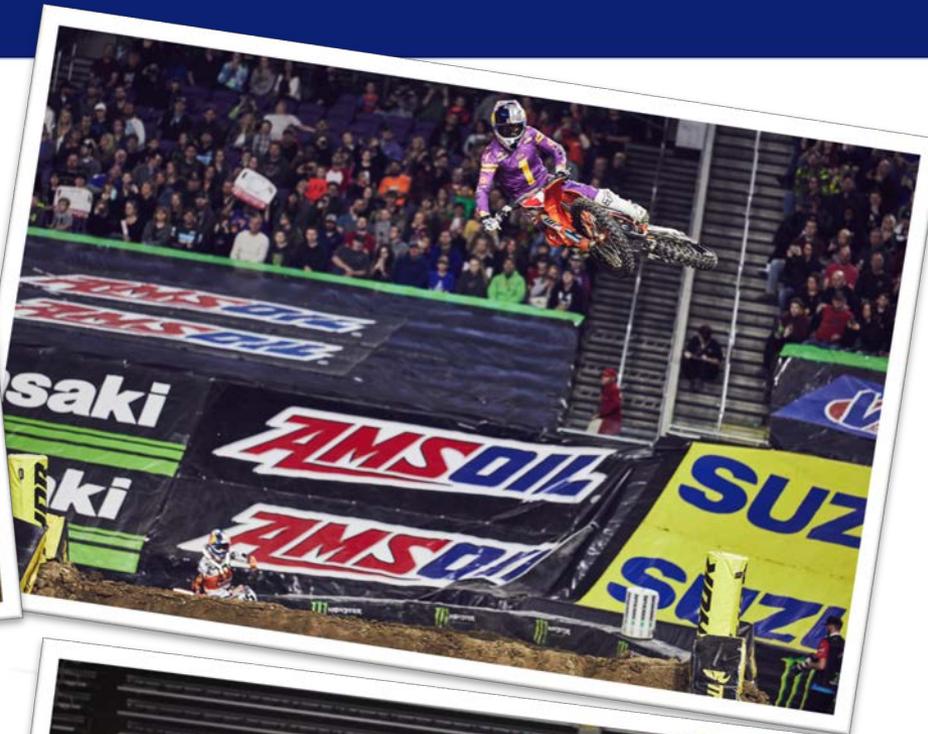


**Recommended Motion: The Minnesota Sports Facilities Authority approves an increase of \$67,593.72 to the LS Black Constructors, Inc. trade contract agreement for contract change revisions #1 through #8, as listed above. The MSFA authorizes the Chair and Executive Director to execute contract change revisions #1 through #8, for the revised total contract amount of \$1,365,093.72**

# Patrick Talty

SMG General Manager, U.S. Bank Stadium

# Monster Jam & Supercross Recap



# Upcoming Events

# Upcoming Concerts

- Kenny Chesney *May 5*
- X Games *July 19-22*
- Jay-Z & Beyonce *August 8*
- Taylor Swift *Aug. 31 & Sept. 1*
- Ed Sheeran *Oct. 20*

**Tickets for all shows on sale now at**

[www.ticketmaster.com](http://www.ticketmaster.com)



# Upcoming Events

**Pulse Twin Cities**

*May 18*

*Free Event!*

## **Parties on the Plaza:**

*Free to the Public, Every Thursday in June! Check our website for more info!*

## **ICC Soccer:**

*July 31*

Tottenham Hotspur vs. AC Milan

- Presale tickets will go on sale starting April 24, 2018 – Fans can join U.S. Bank Stadium Insider Club for access to the presale
- General On sale starting on May 1, 2018



- **X Fest:**

- Kickoff the weekend with a free event on Thursday, July 19 at U.S. Bank Stadium. Skateboard and BMX Vert competition on July 19 open to the public and free!

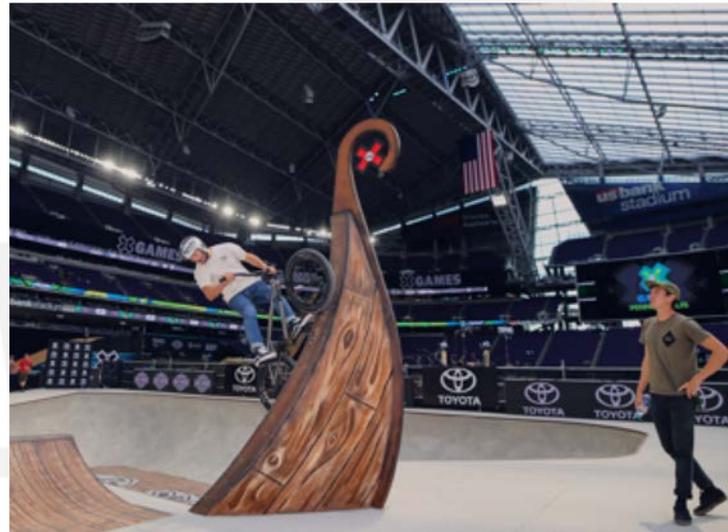
- **Concerts:**

- Friday, July 20           Kaskade
- Saturday, July 21       Brother Ali
- Sunday, July 22         Zedd

- **Tickets:**

- Visit ESPN's website here:  
<http://xgames.espn.com/xgames/information/minneapolis-2018/tickets>
- Or visit U.S. Bank Stadium's website here:  
<https://www.usbankstadium.com/events/detail/x-games-2018>







- NCAA 2019 Men's Final Four Basketball Tournament

*April 6 – April 8*

- NCAA Wrestling – 2020

# U.S. Bank Stadium Tours

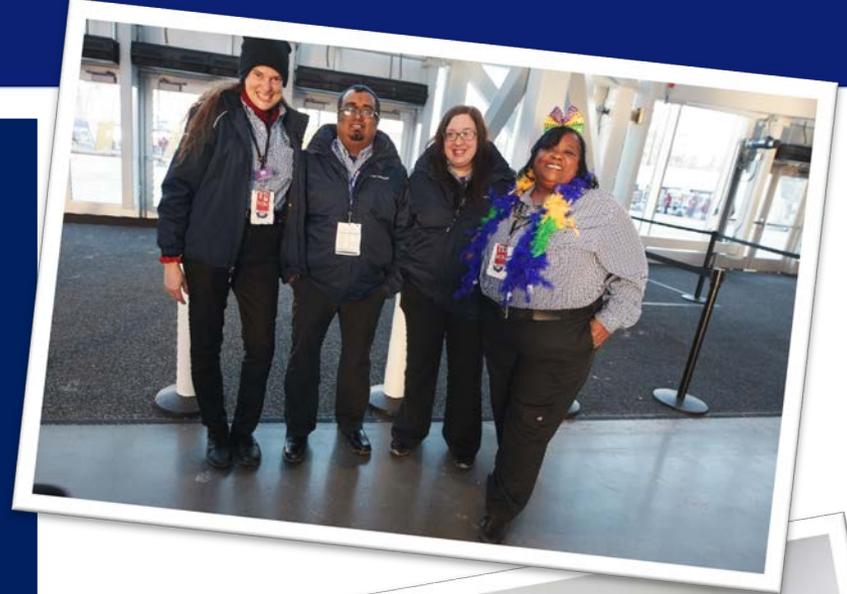


- Public Tours on sale now for the following dates:
  - April 17 – April 24
  - April 27 – April 30
  - May 7 – May 11
  - May 14 – 16
  - May 20 – 31
  - June 1 – June 11
  - June 13 – June 30
- Private Group Tours
- Education Tours
- Tour Tickets can be purchased at the U.S. Bank Stadium Ticket Office or online:  
[https://www.ticketmaster.com/venueartist/49284/246782#focus\\_event\\_table](https://www.ticketmaster.com/venueartist/49284/246782#focus_event_table)



# Employment Opportunities

- Open Positions with SMG:
  - Human Resource Manager
  - Ticket Seller – PT
  - Cleaning Services Attendant – PT
  - Guest Experience Representative
  - Guest Experience Lead
- For a full list of job opportunities at U.S. Bank Stadium along with information on upcoming job fairs, please visit our website!
  - <https://www.usbankstadium.com/stadium-info/employment>



# Stay Up-to-Date on U.S. Bank Stadium Events, Join our Insider Club!

<http://pages.tmclient.ticketmaster.com/Profile/?b=33a2bc51-54c9-4ecf-8315-732c49785542&m=1405952>