



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

Friday, May 17, 2019, 9:00 A.M.

Hyundai Club – U.S. Bank Stadium

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – April 26, 2019
3. BUSINESS
 - a. **Action Items**
 - i. **Authorize Negotiation for the Casualty Insurance Program**
 - b. Reports
 - i. Executive Director Report
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – Friday, June 21, 2019 at U.S. Bank Stadium in the Medtronic Club
7. ADJOURNMENT

***Items in bold require action**



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 – January 18, 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 complimented 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



MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director
Mary Fox-Stroman, Director of Finance

DATE: May 17, 2019

SUBJECT: Authorize Negotiation for the Casualty Insurance Program

On March 15, 2019, the MSFA awarded the casualty insurance program's brokerage services contract to CBIZ for carrier marketing services, policy administration and management services, and claim advocacy services.

CBIZ has been actively marketing the following casualty insurance policies: commercial general liability, excess liability, garage keepers liability, crime, cyber/privacy liability, public officials and employment liability, workers compensation, and terrorism insurance. They have reached out to many insurance carriers for improved coverages and pricing. Several carriers have expressed an interest in the program and provided insurance indications, however the insurance quotes are not yet finalized. CBIZ will receive final quotes within the next two weeks and they will provide the MSFA with a detailed report on each policy's coverages, limitations, and premium.

The casualty insurance policies expire on June 17, 2019, and the new policies will need to be placed prior to the next board meeting on June 21, 2019. Staff is requesting authorization for the Chair and Executive Director to finalize negotiations and enter into contracts for the casualty insurance program.

Recommended Motion: *The MSFA authorizes the Chair and Executive Director to finalize negotiations and enter into contracts for the casualty insurance program. A full insurance report will be presented at the next MSFA board meeting.*