

## Agenda

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### Joint Meeting of Board of Directors & Committees

**Friday | June 4, 2021**

**8:00 a.m.**

**Virtual Zoom Meeting**

- |     |  |                                  |
|-----|--|----------------------------------|
| 1.  | Call to Order and Chairman’s Comments  | Steve Heacock                    |
| 2.  | DeVos Place® and Van Andel Arena® Reopening Videos   | Hilarie Carpenter                |
| 3.  | University of Michigan Economic Impact Study   | Niran Chattha<br>Madeline Jacobs |
| 4.  | Minutes of May 7, 2021   | Action                           |
| 5.  | Committee Reports  |                                  |
|     | A. Operations Committee  |                                  |
|     | i. Report of Experience Grand Rapids   | Mary Manier                      |
|     | B. Finance Committee   |                                  |
|     | i. Acceptance of April 2021 Consolidated Financial Statements  | Action                           |
|     | ii. April 30, 2021, Financial Statements –<br>DeVos Place® and Van Andel Arena® - SMG, a division of<br>ASM Global | Information                      |
| 6.  | FY 2022 Budgets  | Action                           |
|     | A. Consolidated CAA Budgets  |                                  |
|     | B. DeVos Place® and Van Andel Arena® Operating/Capital Budgets   |                                  |
| 7.  | DeVos Place® Rate Sheets: FY 2022-FY 2026  | Action                           |
| 8.  | Shuttered Venue Operators Grant Update   | Information                      |
| 9.  | Report of SMG, a Division of ASM Global  | Rich MacKeigan                   |
| 10. | Call for New Chairperson   | Action                           |
| 11. | Formal Resignation of Steven Heacock   | Steve Heacock                    |
| 12. | Public Comment   |                                  |
| 13. | Board & Committee Comments   |                                  |
| 14. | Adjournment  |                                  |

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
MEETING OF BOARD OF DIRECTORS  
REMOTE VIRTUAL MEETING  
FRIDAY, May 7, 2021**

Attendance

Members Present: Rosalynn Bliss  
Lew Chamberlin  
Birgit Klohs  
Charlie Secchia  
Floyd Wilson, Jr.  
Richard Winn

Members Absent: Steve Heacock

Staff/Others:	Kathy Bart	ASM
	Wayman Britt	Kent County
	Hilarie Carpenter	ASM
	Eric DeLong	City of Grand Rapids
	Alison Goodyke	ASM
	Scott Gorsline	DP Fox
	Tim Gortsema	Grand Rapids Griffins
	Jen Henkel	ASM
	Lyndsey Horvath	ASM
	Diane Jones	Kent County Commission
	Jennifer Kasper	Grand Rapids Parking Services
	Andy Kursch	ASM
	JJ Loew	Vicinity Energy
	Mike Lozon	Bluewater Technologies
	Chris Machuta	ASM
	Rich MacKeigan	ASM
	Cheri McConomy	McConomy Properties, LLC
	Brian McVicar	<i>Grand Rapids Press/MLive</i>
	Jackie Morse	ASM
	Tim Nelson	Experience Grand Rapids
	Torrance Richardson	Gerald R. Ford International Airport
	Emilee Syrewicze	Opera Grand Rapids
	Eddie Tadlock	ASM
	Aaron Terpstra	City of Grand Rapids
	Brad Thomas	Progressive AE
	John Van Fossen	Meijer
	John Van Houten	Progressive AE
	Susan Waddell	CAA
	Mark Washington	City of Grand Rapids
	Richard Wendt	Dickinson Wright
	Robert White	CAA
	Robert Wilberding	Bluewater Technologies
	Ed Wilson	Country Inn & Suites by Radisson
	Jessica Wood	Dickinson Wright
	Paul Ymker	Bluewater Technologies

## **1. Call to Order**

Birgit Klohs, vice-chairperson, called the remote virtual meeting to order at 8:52 a.m. Secretary/Treasurer, Richard Winn, recorded the meeting minutes. Board Member roll call followed: Rosalynn Bliss-Grand Rapids; Lew Chamberlin-Cascade Township; Birgit Klohs-Grand Rapids; Charlie Secchia-Grand Rapids; Floyd Wilson, Jr.-Grand Rapids; and Richard Winn-Grand Rapids.

## **2. Minutes of Prior Meeting**

*Motion by Mr. Winn, support by Mr. Chamberlin, to approve the April 2, 2021, meeting Minutes. Motion carried.*

## **3. Committee Reports**

### **A. Operations Committee**

Tim Nelson provided an overview of the CVB's sales activities and marketing efforts. The sales team has been active soliciting future business for the buildings and working with the ASM sales team to rebook business that has canceled or postponed. In April, the sales team held a virtual FAM meeting with 25 clients who participated. Several staff members participated in the Michigan Meeting Planners International Global Meetings Industry Day, involving several thousand people. ExGR hosted an in-person happy hour in Washington, D.C., for meeting planners. The team hosted two site visits with groups who are considering Grand Rapids for future meetings. Staff feels confident about its sales goals for this year, as meetings are coming back. There are discussions about hybrid meetings being the future, where a keynote speaker may be streamed into the conference. Most meeting planners, however, want to come back fully in person.

### **B. Finance Committee**

- i. Acceptance of March 31, 2021, Consolidated Financial Statements

*Motion by Mr. Winn, support by Mr. Chamberlin, to accept the March 31, 2021, Consolidated Financial Statements. Motion carried.*

- ii. SMG, a Division of ASM Global, March 31, 2021, DeVos Place® and Van Andel Arena® Financial Statements

The March 31, 2021, financial statements were included as information items.

## **4. Preliminary Review of FY 2022 Budgets**

The proposed budgets were reviewed at the CAA Finance Committee and there was nothing additional to report. The CAA Board will act on the budgets at the June 4, 2021, meeting. Please contact Rich MacKeigan, Bob White, or Chris Machuta with any questions.

## **5. Preliminary Review of 2022-2026 Rate Sheets**

This item was reviewed by the CAA Finance Committee and there was nothing additional to include. Mr. Machuta reiterated that the rates give the sales department flexibility to work with Experience Grand Rapids and the hotel community to drive additional business. Flexibility is key to long-term success. Action on the rate sheets will be taken at the June 4, 2021, CAA Board meeting.

**6. Extension of Financial Services Employment Agreement**

*Motion: Mr. Winn, supported by Mr. Chamberlin, moved to approve an Extension of the Second Amendment to Financial Services Employment Agreement with Robert J. White, as recommended. Motion carried.*

**7. Auto Parking System Periodic Reporting**

Mr. White presented a quarterly report regarding the City/County utilization of discounted DeVos Place® monthly parking passes.

**8. Calendar Update from SMG, a Division of ASM Global**

Mr. Machuta reported that there will be several announcements for DeVos Place® and the Van Andel Arena®, over the next two to three months.

**9. Public Comment**

Diane Jones, Kent County Commissioner, stated that the Kent County Board of Commissioners had two Grand Rapids-Kent County Convention/Arena Authority overview work sessions. The first session was basic and covered the purpose of the convention facility authority act and powers provided by the statute to a convention facility authority established under the act. Questions arose from this session that will be the base of the agenda for another session on May 27, although the agenda is not set yet. There are several new Commissioners and there were several questions that were best suited for work sessions, which are for information sharing and not decision making.

**10. Board Member Comments**

Mr. Winn stated that CAA Board members would be happy to attend the May 27 work session to answer any questions and to reinforce the CAA's appreciation to the County Commission and our partnership.

Lew Chamberlin stated the Whitecaps will be playing baseball next week for the first time in 600+ days.

Mayor Bliss and Ms. Klohs thanked everyone involved in the vaccine clinic partnership-Kent County, Spectrum Health, Mercy Health, Vaccinate West Michigan, and DeVos Place®. It was logistically phenomenally well-done and showcased what we can accomplish when we come together.

**11. Adjournment**

The meeting adjourned at 9:09 a.m.

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Richard A. Winn, Recording Secretary



**Consolidated Financial Report**  
**April 30, 2021**

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# GRAND RAPIDS-KENT COUNTY

CONVENTION / ARENA AUTHORITY

**Financial Dashboard**  
**Year-To-Date (10 Months)**  
**April 30,2021**

Van Andel Arena®						
	All Events			Concert		
	Prior Year	Budget	Actual	Prior Year	Budget	Actual
Events	79	-	22	26	-	-
Attendance	510,841	-	9,523	217,297	-	-
Event Income	\$ 3,489,953	\$ -	\$ 199,360	\$ 2,441,804	\$ -	\$ 814
DeVos Place®						
	All Events			Convention/Trade		
	Prior Year	Budget	Actual	Prior Year	Budget	Actual
Events	376	-	37	84	-	-
Attendance	464,125	-	1,359	84,300	-	-
Event Income	\$ 4,887,247	\$ -	\$ 53,871	\$ 1,361,731	\$ -	\$ (18,015)
				Prior Year	Budget	Actual
Operating Income (Loss)				\$ 1,537,564	\$ (5,556,599)	\$ (4,546,674)
Capital/Repair/Replacement				(2,974,133)	(3,911,296)	(3,028,880)
Net - To/(From) on Fund Balance				\$ (1,436,569)	\$ (9,467,895)	\$ (7,575,554) <sup>(1)</sup>

\*NOTES: (1):

Unrestricted Fund Balance @ June 30, 2020

\$21.6M

**Grand Rapids-Kent County Convention/Arena Authority**  
**Summary by Facility/Other**  
**Fiscal Year Ending June 30, 2021**

	<b>FY 2021</b>			
	<b>7/1 - 04/30</b>			
	<b>Year-to-Date</b>	<b>Roll</b>	<b>Estimate<sup>(1) (3)</sup></b>	<b>Budget</b>
<b>Van Andel Arena</b>				
Operating - Revenues	\$ 681,878	\$ (76,991)	\$ 604,887	\$ 855,248
- Expenses - Facilities	(1,827,459)	(523,767)	(2,351,226)	(3,161,016)
- Base Management Fees	(150,282)	(30,056)	(180,338)	(182,848)
- Incentive Fee	-	-	-	-
Net Operating Income (Loss)	(1,295,863)	(630,814)	(1,926,677)	(2,488,616)
Parking	161,901	40,456	202,357	234,000
Pedestrian Safety	-	-	-	(13,700)
<b>Net Proceeds (Cost) of VAA</b>	<b>(1,133,962)</b>	<b>(590,358)</b>	<b>(1,724,320)</b>	<b>(2,268,316)</b>
<b>DeVos Place Convention Center</b>				
Operating - Revenues	122,098	36,830	158,928	975,759
- Expenses - Facilities	(3,221,783)	(825,437)	(4,047,220)	(4,606,032)
- Base Management Fees	(150,282)	(30,056)	(180,338)	(182,848)
- Incentive Fee	-	-	-	-
Net Operating Income (Loss)	(3,249,967)	(818,663)	(4,068,630)	(3,813,121)
Parking	248,816	(17,231)	231,585	395,000
Pedestrian Safety	(29,820)	(15,881)	(45,701)	(8,300)
<b>Net Proceeds (Cost) of DVP</b>	<b>(3,030,971)</b>	<b>(851,775)</b>	<b>(3,882,746)</b>	<b>(3,426,421)</b>
<b>Other</b>				
Revenues	157,166	74,488	231,654	198,022
Expenses	(538,907)	(134,934)	(673,841)	(1,044,963)
Net Other	(381,741)	(60,446)	(442,187)	(846,941)
<b>Total Net Proceeds/Operating</b>	<b>(4,546,674)</b>	<b>(1,502,579)</b>	<b>(6,049,253)</b>	<b>(6,541,678)</b>
Capital/Repair Expenditures	(3,028,880)	(509,131)	(3,538,011)	(4,420,427)
<b>Results Net of Capital/Repair Expenditures</b>	<b>\$ (7,575,554)</b>	<b>\$ (2,011,710)</b>	<b>\$ (9,587,264)</b>	<b>\$ (10,962,105)</b>

Notes:

- (1) Roll and year-end estimate will be next updated, in the preliminary year-end report, at the Board meeting of August 6th.
- (2) Includes budget amendment to provide for several capital project balances carried over from FY20. See June 2020 consolidated financial report for details.
- (3) Based on no significant activity through June 30, 2021.

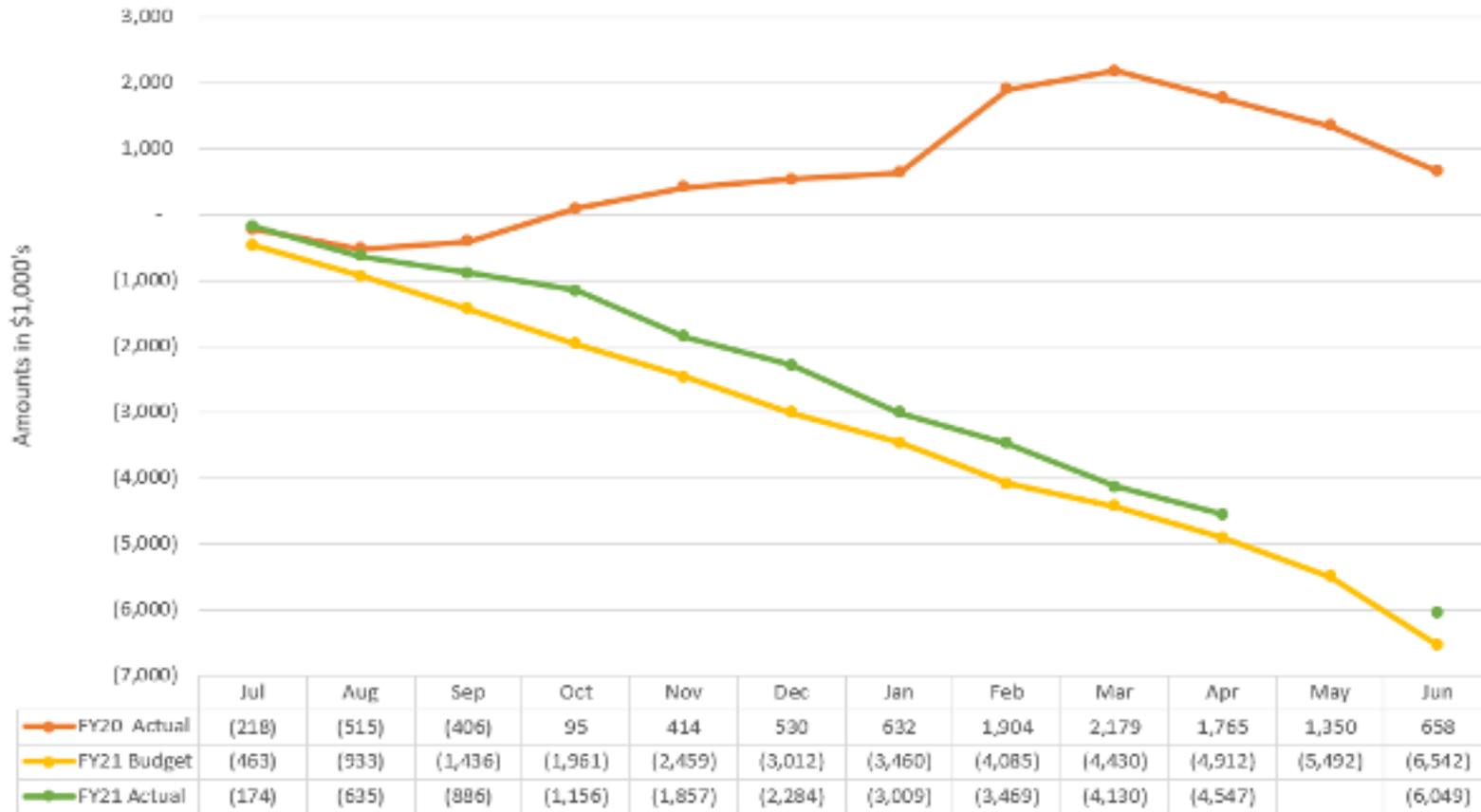
**Grand Rapids-Kent County Convention/Arena Authority  
Administrative - Operating / Capital Replacement Budget  
FY 2021 Budget**

<b>FY 2021 Eligible Projects:</b>	<b>Budget</b>	<b>Actual 7/1-04/30</b>	<b>Roll</b>	<b>Full-Year Estimate</b>
<b>Van Andel Arena®</b>				
Upper Bowl Seating	\$ 750,000	750,697	\$ -	\$ 750,697
<b>Total VAA</b>	<b>750,000</b>	<b>750,697</b>	<b>-</b>	<b>750,697</b>
<b>DeVos Place®</b>				
Building Management Software-HVAC	150,000	28,750	121,250	150,000
Exterior Welsh Granite & Steps	300,000	255,251	-	255,251
Fly Rail System	1,450,000	1,418,220	31,780	1,450,000
<b>Total DVP</b>	<b>1,900,000</b>	<b>1,702,221</b>	<b>153,030</b>	<b>1,855,251</b>
<b>Both Venues</b>				
Box Office Speakers	60,000	46,300	-	46,300
<b>Carryover (FY20) Projects</b>				
DVP Projection Theater Updates	200,000	-	200,000	200,000
DVP Fly Rail System	114,604	114,604	-	114,604
DVP Additional Furniture	33,000	-	33,000	33,000
DVP Carpet: Keeler Lobby/Performance Hall	323,619	299,462	-	299,462
DVP Airwall Fabric Replacement	42,015	42,015	-	42,015
DVP OSHA Safety Changes	7,381	7,381	-	7,381
DVP Lyon Street Landscaping	400,000	-	-	-
DVP New Soft Start for Chiller	39,885	-	-	-
VAA Suite Refresher	372,803	2,691	-	2,691
VAA Security Upgrades	25,135	13,000	12,135	25,135
BOTH Elevator Modernization	10,985	34,160	-	34,160
BOTH New Computers	4,000	1,930	-	1,930
BOTH New Phone System	137,000	6,045	130,955	137,000
<b>Total Carryover</b>	<b>1,710,427</b>	<b>521,288</b>	<b>376,090</b>	<b>897,378</b>
<b>Total Unrestricted Accounts</b>	<b>4,420,427</b>	<b>3,020,506</b>	<b>529,120</b>	<b>3,549,626</b>
<b>Amphitheater - State Grant (Restricted Account)</b>	<b>4,969,411</b>	<b>4,764,936</b>	<b>-</b>	<b>4,764,936</b>
<b>COVID-19 County Grant (Restricted Account)</b>	<b>1,985,817</b>	<b>1,894,047</b>	<b>61,598</b>	<b>1,955,645</b>
<b>Total FY 2021 Capital Budget</b>	<b>\$ 11,375,655</b>	<b>\$ 9,679,489</b>	<b>\$590,718</b>	<b>\$ 10,270,207</b>

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Financial Trends for Year Ending June 30, 2021**

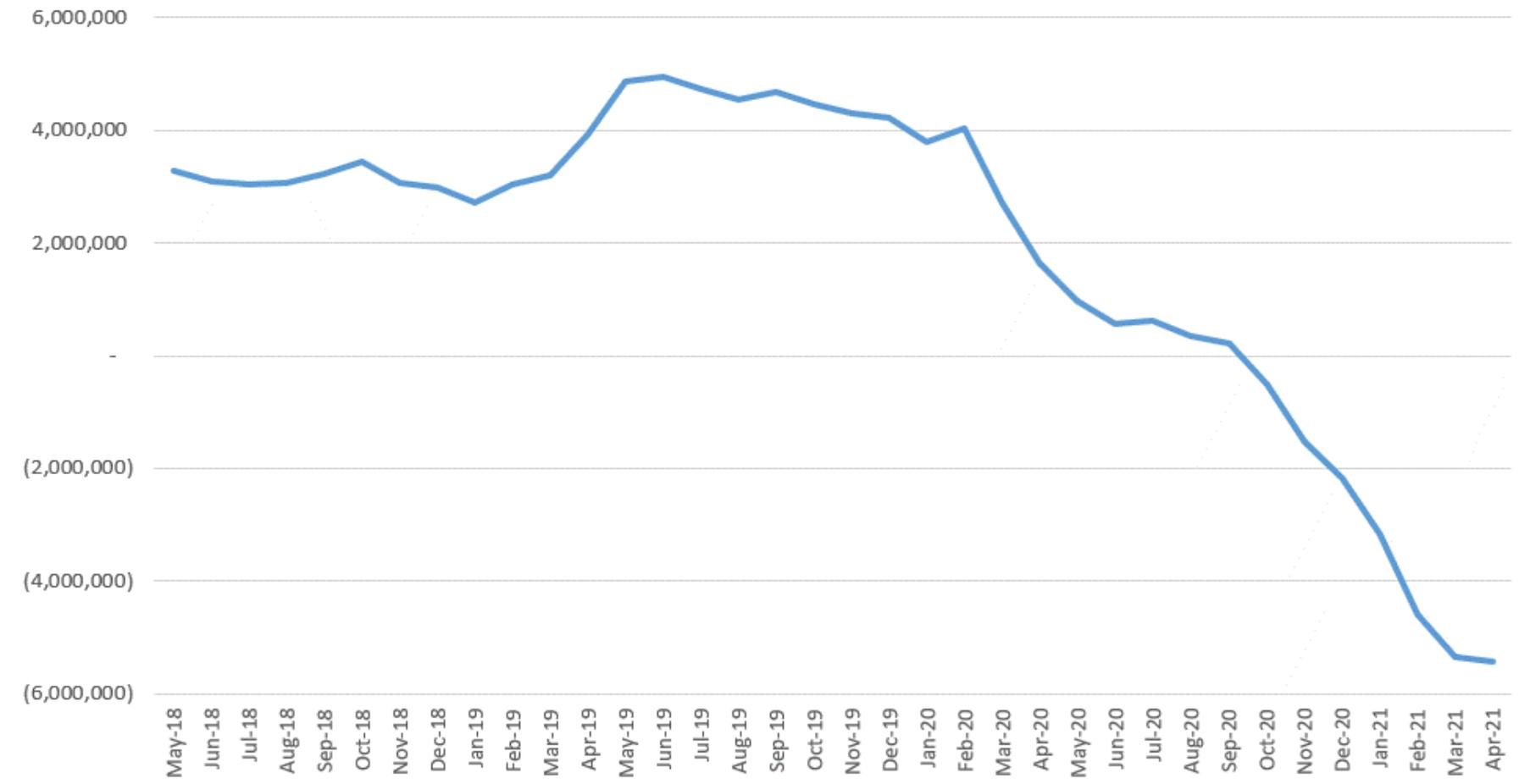
	Annual			Year-To-Date		
	FY 2020	FY 2021	Change	FY 2020	FY 2021	Change
	Final	Budget	Positive (Negative)	7/1-04/30	7/1 - 04/30	Positive (Negative)
<b>Van Andel Arena</b>						
Operating - Revenues	\$ 5,832,637	\$ 855,248	(85.3)	\$ 5,526,520	\$ 681,878	(87.7)
- Expenses - Facilities	(3,947,676)	(3,161,016)	19.9	(3,381,400)	(1,827,459)	46.0
- Base Management Fees	(179,263)	(182,848)	(2.0)	(149,386)	(150,282)	(0.6)
- Incentive Fee	-	-	-	-	-	-
Net Operating Income (Loss)	1,705,698	(2,488,616)	(245.9)	1,995,734	(1,295,863)	(164.9)
Parking	314,418	234,000	(25.6)	321,137	161,901	(49.6)
Pedestrian Safety	(82,159)	(13,700)	83.3	(82,159)	-	100.0
<b>Net Proceeds (Cost) of VAA</b>	<b>1,937,957</b>	<b>(2,268,316)</b>	<b>(216.5)</b>	<b>2,234,712</b>	<b>(1,133,962)</b>	<b>(144.7)</b>
<b>DeVos Place Convention Center</b>						
Operating - Revenues	4,966,722	975,759	(80.4)	4,951,048	122,098	(97.5)
- Expenses - Facilities	(6,340,580)	(4,606,032)	27.4	(5,610,322)	(3,221,783)	42.6
- Base Management Fees	(179,263)	(182,848)	(2.0)	(149,386)	(150,282)	(0.6)
- Incentive Fee	-	-	-	-	-	-
Net Operating Income (Loss)	(1,553,121)	(3,813,121)	(145.5)	(808,660)	(3,249,967)	(401.9)
Parking	907,156	395,000	(56.5)	875,115	248,816	(71.6)
Pedestrian Safety	(42,382)	(8,300)	80.4	(42,382)	(29,820)	29.6
<b>Net Proceeds (Cost) of DVP</b>	<b>(688,347)</b>	<b>(3,426,421)</b>	<b>(497.8)</b>	<b>24,073</b>	<b>(3,030,971)</b>	<b>(12,690.7)</b>
<b>Other</b>						
Revenues	1,015,744	198,022	(80.5)	561,389	157,166	(72.0)
Expenses	(1,606,877)	(1,044,963)	35.0	(1,282,610)	(538,907)	58.0
<b>Net Other</b>	<b>(591,133)</b>	<b>(846,941)</b>	<b>(43.3)</b>	<b>(721,221)</b>	<b>(381,741)</b>	<b>47.1</b>
<b>Total Net Proceeds/Operating</b>	<b>658,477</b>	<b>(6,541,678)</b>	<b>(1,093.5)</b>	<b>1,537,564</b>	<b>(4,546,674)</b>	<b>(395.7)</b>
Capital/Repair Expenditures	(3,298,781)	(4,420,427)	(34.0)	(2,974,133)	(3,028,880)	(1.8)
<b>Results Net of Capital Expenditures</b>	<b>\$ (2,640,304)</b>	<b>\$ (10,962,105)</b>	<b>(315.2)</b>	<b>\$ (1,436,569)</b>	<b>\$ (7,575,554)</b>	<b>(427.3)</b>

### CAA Trends Monthly Net Operating Proceeds through April 30, 2021



Accumulative Net Proceeds by Month

## Lagging 12 Months Net Operating Proceeds



## Significant Notes

### Van Andel Arena®

- Page 1 - Zero concerts generated \$0.00 in event revenue, a decrease of (100.0%) from prior year (26 concerts) of \$2,441,804.
- Page 5 - Net proceeds of (\$1,133,962) decreased by (144.7%) from prior year of \$2,234,712.

### DeVos Place®

- Page 1 - Convention/trade show business generated \$0.00 in event revenue, a decrease of (100.0%) from prior year (attendance decreased from 84,300 to zero) of \$1,361,731.
- Page 5 - Net "proceeds" of (\$3,030,971) decreased by (12,690.7%) from prior year Net Proceeds of +\$24,073.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Administrative Accounts**  
**Net Other Detail**  
**April 30,2021**

	<u>Annual</u>			<u>Actual</u>		
	<u>FY 2020 Final</u>	<u>FY 2021 Budget</u>	<u>Change Positive (Negative)</u>	<u>FY 2020 7/1-04/30</u>	<u>FY 2021 7/1/-04/30</u>	<u>Change Positive (Negative)</u>
Other						
Revenues						
Interest/Capital Contr.	\$ 597,468	\$ 190,000	(68.2)	\$ 493,320	\$ 140,512	(71.5)
Miscellaneous	68,069	8,022	(88.2)	68,069	16,654	(75.5)
	<u>665,537</u>	<u>198,022</u>	<u>(70.2)</u>	<u>561,389</u>	<u>157,166</u>	<u>(72.0)</u>
Expenses						
COVID-19 Preparedness Plan	-	300,000	(100.0)	-	-	-
Marketing (CVB/Sports)	200,000	200,000	-	200,000	200,000	
Diversity Initiative	140,468	100,000	28.8	139,891	-	100.0
Wages/Benefits	150,493	141,106	6.2	106,830	105,446	1.3
Professional Services	73,246	85,000	(16.0)	64,538	86,899	(34.6)
DID Assessment	65,284	33,000	49.5	65,284	32,110	49.2
Food & Beverage Repairs	-	40,000	(100.0)	-	-	-
Consulting Services	547,584	84,857 <sup>(1)</sup>	84.5	637,708	59,301	90.7
Landscaping	27,827	25,000	10.2	22,406	21,605	3.6
Procurement of Art	2,105	-	100.0	2,105	-	100.0
Insurance	17,429	26,000	(49.2)	23,676	24,836	(4.9)
Supplies/Other	25,791	10,000	61.2	20,172	8,710	56.8
	<u>1,250,227</u>	<u>1,044,963</u>	<u>16.4</u>	<u>1,282,610</u>	<u>538,907</u>	<u>58.0</u>
Net Proceeds - Operating	<u>\$ (584,690)</u>	<u>\$ (846,941)</u>	<u>(44.9)</u>	<u>\$ (721,221)</u>	<u>\$ (381,741)</u>	<u>47.1</u>

Notes:

<sup>(1)</sup> SMG-\$55,159 and \$144,841 proof of concept and general engineering, less \$115,143 transferred to amphitheater project on 12/4.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Special Accounts**  
**Amphitheater Project**  
**Revenues/Expenses**  
**4/4/19 to 04/30/2021**

	<b>FY 2020</b>	<b>FY 2021</b>	
	<b>Actual</b>	<b>7/1-12/31 Actual</b>	<b>01/1-04/30</b>
<b>Revenues:</b>			
State of Michigan Grant	\$ 350,207	\$ 264,825	\$ 4,384,968
Transfer from Operating Account-Consulting Services			115,143
<b>Expenses:</b>			
Progressive AE - Amphitheater Utility Project	(235,064)	(264,825)	(218,718)
- Feasibility Project	(73,126)	-	-
Other Grant Eligible Services	(42,017)	-	-
Contribution to City - Sewer Relocation	-	-	(4,281,393)
<b>Net Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**NOTES:**

- MEDC Grant - West Michigan Amphitheater - \$5M
- Grant Period: 1/1/19- 1/31/21 (Extended to 1/31/2023)
- Grant Activities: "Park/Playground Improvements"
- Interest credited to the operating account
- The unexpended balance of \$4,281,393 will be paid to the City of Grand Rapids, on or before 1/31/2021, based on an MOU approved at the CAA Board meeting held 12/4/2020.
- Transfer from Operating Account-Consulting Services - prior to entering into MOU, \$115,143 of eligible administrative costs had been expensed to the grant account. The MOU only references payments made to Progressive AE with the remainder of the \$5,000,000 paid over to the City.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Special Accounts**  
**Federal CARES Allotment (County)**  
**Grant Period: 10/8/20 to 12/30/20**  
**Revenues/Expenses**  
**April 30, 2021**

	<u>Budget</u>	<u>Actual</u>
Revenues:		
County Grant	\$ 1,985,817	\$ 1,894,047
Expenses:	<u>(1,985,817)</u>	<u>(1,894,047)</u>
Net Balance	<u>\$ -</u>	<u>\$ -</u>

NOTES:

- County Board Approval - 10/8/2020
- CAA - Funds Received - 10/27/2020
- ASM - Purchase Orders Issued - 10/28/2020
- CAA Board - Grant Agreement Approved - 11/13/2020
- Timing Limitation - All Grant Funds Must Be Spent on or Before 12/30/2020

# DEVOS PLACE

## DE VOS PLACE

FINANCIAL STATEMENT  
FOR THE MONTH ENDED APRIL 30, 2021

Distribution:

Grand Rapids – KentCounty Convention / Arena Authority  
Robert White  
Harry Cann  
Hope Parkin  
Howard Feldman  
Richard MacKeigan  
Chris Machuta



DE VOS PLACE  
 ROLLING FORECAST  
 FISCAL YEAR ENDING JUNE 30, 2021

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	37	-	37	0	37
ATTENDANCE	1,359	-	1,359	0	1,359
DIRECT EVENT INCOME	59,470	-	59,470	520,660	(461,190)
ANCILLARY INCOME	(5,599)	-	(5,599)	369,479	(375,078)
OTHER EVENT INCOME	0		0	37,620	(37,620)
<b>TOTAL EVENT REVENUE</b>	<b>53,871</b>	<b>-</b>	<b>53,871</b>	<b>927,759</b>	<b>(873,888)</b>
<b>TOTAL OTHER REVENUE</b>	<b>68,227</b>	<b>35,500</b>	<b>103,727</b>	<b>48,000</b>	<b>55,727</b>
<b>TOTAL OPERATING REVENUE</b>	<b>122,098</b>	<b>35,500</b>	<b>157,598</b>	<b>975,759</b>	<b>(818,161)</b>
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	87,929	24,290	112,219	171,288	59,069
FINANCE	175,074	32,054	207,128	202,475	(4,653)
MARKETING	74,234	36,322	110,556	125,940	15,384
OPERATIONS	678,171	178,656	856,827	659,101	(197,726)
EVENT SERVICES	614,349	146,614	760,963	1,378,098	617,135
BOX OFFICE	109,732	24,740	134,472	90,288	(44,184)
SALES	250,136	59,054	309,190	405,660	96,470
OVERHEAD	1,382,437	353,804	1,736,241	1,756,030	19,789
<b>TOTAL OPERATING EXP.</b>	<b>3,372,065</b>	<b>855,534</b>	<b>4,227,596</b>	<b>4,788,880</b>	<b>561,284</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(3,249,967)</b>	<b>(820,034)</b>	<b>(4,069,998)</b>	<b>(3,813,121)</b>	<b>(256,877)</b>
INCENTIVE FEE		-	0	0	-
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	<b>(3,249,967)</b>	<b>(820,034)</b>	<b>(4,069,998)</b>	<b>(3,813,121)</b>	<b>(256,877)</b>

## Comments:

Grand Rapids Symphony continues streaming events from DeVos Performance Hall and the vaccination center continues to be hosted in the rest of the facility.

DocuSigned by:



7ECB06AF93F403...  
 General Manager



Assistant General Manager

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FISCAL YEAR ENDING JUNE 30, 2021**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	April Actual	April Budget	April FY 2020
Number of Events	11	0	0
Attendance	399	0	0
Direct Event Income	\$19,595	\$87,784	(\$14,883)
Ancillary Income	838	62,862	(2,498)
Other Event Income	0	7,944	(15)
Other Operating Income	5,537	4,000	6,414
Indirect Expenses	(365,303)	(456,625)	(475,634)
Net Income	(\$339,333)	(\$294,035)	(\$486,616)

<b>YTD</b>	YTD 2021 Actual	YTD 2021 Budget	YTD 2020 Prior Year
Number of Events	37	0	376
Attendance	1,359	0	464,125
Direct Event Income	\$59,470	\$402,679	\$2,475,767
Ancillary Income	(5,599)	243,743	1,867,348
Other Event Income	0	21,730	544,132
Other Operating Income	68,227	40,000	63,801
Indirect Expenses	(3,372,065)	(3,875,629)	(5,759,708)
Net Income	(\$3,249,967)	(\$3,167,477)	(\$808,660)

**EVENT INCOME**

Venue hosted GRS Pathways Streaming events and some very small meetings.

**ANCILLARY INCOME**

Event activity had very limited patrons leading to very little ancillary income.

**INDIRECT EXPENSES**

Indirect expenses came in consistent with forecasted levels.

**DeVos Place**  
**Income Statement**  
**For the Ten Months Ended April 30, 2021**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$20,850	\$78,186	\$ (57,336)	\$0	\$53,650	\$438,105	\$ (384,455)	\$2,796,620
Service Revenue	63,639	9,598	54,041	0	174,180	(35,426)	209,606	2,836,109
Service Expenses	(64,894)	-	(64,894)	(14,883)	(168,360)	-	(168,360)	(3,156,962)
<b>Total Direct Event Income</b>	<b>19,595</b>	<b>87,784</b>	<b>(68,189)</b>	<b>(14,883)</b>	<b>59,470</b>	<b>402,679</b>	<b>(343,209)</b>	<b>2,475,767</b>
<b>Ancillary Income</b>								
F&B Concession	0	4,780	(4,780)	99	18	34,082	(34,064)	212,846
F&B Catering	0	29,177	(29,177)	0	1,699	66,615	(64,916)	554,977
Novelty Sales	0	408	(408)	0	0	618	(618)	43,397
Booth Cleaning	0	3,583	(3,583)	0	0	41,050	(41,050)	254,587
Telephone/Long Distance	0	-	-	0	0	50	(50)	113
Electrical Services	0	7,172	(7,172)	0	1,360	39,389	(38,029)	307,206
Audio Visual	0	9,301	(9,301)	0	0	28,673	(28,673)	231,085
Internet Services	(1,822)	4,126	4,764	(2,597)	(18,340)	14,659	(32,999)	96,458
Equipment Rental	2,660	4,315	(1,655)	0	9,664	18,607	(8,943)	166,679
<b>Total Ancillary Income</b>	<b>838</b>	<b>62,862</b>	<b>(62,024)</b>	<b>(2,498)</b>	<b>(5,599)</b>	<b>243,743</b>	<b>(249,342)</b>	<b>1,867,348</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	-	7,944	(7,944)	(15)	-	21,730	(21,730)	544,132
<b>Total Other Event Income</b>	<b>0</b>	<b>7,944</b>	<b>(7,944)</b>	<b>(15)</b>	<b>0</b>	<b>21,730</b>	<b>(21,730)</b>	<b>544,132</b>
<b>Total Event Income</b>	<b>20,433</b>	<b>158,590</b>	<b>(138,157)</b>	<b>(17,396)</b>	<b>53,871</b>	<b>668,152</b>	<b>(614,281)</b>	<b>4,887,247</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	0	0	-	775	4,650	0	4,650	8,750
Advertising	0	0	-	1,333	0	0	-	9,333
Other Income	5,537	4,000	1,537	4,306	63,577	40,000	23,577	45,718
<b>Total Other Operating Income</b>	<b>5,537</b>	<b>4,000</b>	<b>1,537</b>	<b>6,414</b>	<b>68,227</b>	<b>40,000</b>	<b>28,227</b>	<b>63,801</b>
<b>Adjusted Gross Income</b>	<b>25,970</b>	<b>162,590</b>	<b>(136,620)</b>	<b>(10,982)</b>	<b>122,098</b>	<b>708,152</b>	<b>(586,054)</b>	<b>4,951,048</b>
<b>Operating Expenses</b>								
Salaries and Wages	147,813	163,057	(15,244)	243,286	1,655,147	1,447,410	207,737	4,118,941
Payroll Taxes and Benefits	71,376	42,233	29,143	163,580	714,099	371,648	342,451	936,557
Labor Allocations to Events	(84,622)	(48,245)	(36,377)	(115,611)	(907,292)	(424,556)	(482,736)	(2,602,278)
<b>Net Salaries and Benefits</b>	<b>134,567</b>	<b>157,045</b>	<b>(22,478)</b>	<b>291,255</b>	<b>1,461,954</b>	<b>1,394,502</b>	<b>67,452</b>	<b>2,453,220</b>
Contracted Services	3,050	24,150	(21,100)	0	27,284	96,600	(69,316)	369,444
General and Administrative Operations	20,481	26,719	(6,238)	18,564	198,147	235,126	(36,979)	449,701
Repair and Maintenance	4,446	13,141	(8,695)	4,726	38,711	124,240	(85,529)	138,293
Operational Supplies	45,671	58,875	(13,204)	54,919	370,310	518,100	(147,790)	595,129
Insurance	2,635	26,943	(24,308)	6,999	45,669	190,366	(144,697)	223,985
Utilities	32,481	25,087	7,394	13,679	214,415	204,343	10,072	237,732
SMG Management Fees	106,944	109,428	(2,484)	70,553	865,293	959,982	(94,689)	1,142,818
	15,028	15,237	(209)	14,939	150,282	152,370	(2,088)	149,386
<b>Total Operating Expenses</b>	<b>365,303</b>	<b>456,625</b>	<b>(91,322)</b>	<b>475,634</b>	<b>3,372,065</b>	<b>3,875,629</b>	<b>(503,564)</b>	<b>5,759,708</b>
<b>Net Income(Loss) From Operatic</b>	<b>(339,333)</b>	<b>(294,035)</b>	<b>(45,298)</b>	<b>(486,616)</b>	<b>(3,249,967)</b>	<b>(3,167,477)</b>	<b>(82,490)</b>	<b>(808,660)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(339,333)</b>	<b>(294,035)</b>	<b>(45,298)</b>	<b>(486,616)</b>	<b>(3,249,967)</b>	<b>(3,167,477)</b>	<b>(82,490)</b>	<b>(808,660)</b>

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the Ten Months Ended April 30, 2021**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	-	-	-	-	(18,015)	-
Consumer/Gated Shows	-	-	-	-	-	-
DeVos Performance Hall	15	-	759	-	35,813	-
Banquets	-	-	-	-	-	-
Meetings	3	-	75	-	5,533	-
Other	19	-	525	-	30,539	-
<b>GRAND TOTALS</b>	<b>37</b>	<b>-</b>	<b>1,359</b>	<b>-</b>	<b>53,871</b>	<b>-</b>

As Percentage of Overall

Convention/Trade Shows	0.00% #DIV/0!	0.00% #DIV/0!	-33.44% #DIV/0!
Consumer/Gated Shows	0.00% #DIV/0!	0.00% #DIV/0!	0.00% #DIV/0!
DeVos Performance Hall	40.54% #DIV/0!	55.85% #DIV/0!	66.48% #DIV/0!
Ballroom Exclusive	0.00% #DIV/0!	0.00% #DIV/0!	0.00% #DIV/0!
Meetings	8.11% #DIV/0!	5.52% #DIV/0!	10.27% #DIV/0!
Other	51.35% #DIV/0!	38.63% #DIV/0!	56.69% #DIV/0!

**DeVos Place  
Balance Sheet  
As of April 30, 2021**

**ASSETS**

**Current Assets**

Cash	668,809
Account Receivable	310,699
Prepaid Expenses	216,364

**Total Current Assets**

\$1,195,872

**Total Assets**

\$1,195,872

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	577,943
Accrued Expenses	39,197
Deferred Income	78,967
Advanced Ticket Sales & Deposits	1,306,543

Total Current Liabilities

\$2,002,650

**Other Liabilities**

**Equity**

Funds Remitted to CAA	-
Funds Received by CAA	1,472,165
Expenses Paid Direct by CAA	816,622
Beginning Balance Equity	154,402
Current Year Equity	(3,249,967)

Total Equity

(\$806,778)

**Total Liabilities and Equity**

\$1,195,872

**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of April 30, 2021**

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Current - Under 30 Days	
Food & Beverage	5,899
Ticketing	-
Merchandise	-
Decorating	-
Audio/Visual	661
Van Andel Arena	(4,910)
Operating	252,565
Over 30 Days	-
Over 60 Days	56,484
Over 90 Days	
Total Accounts Receivable	310,699

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2021**

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2020 Audited
Net Revenue above Expenses	(1,832,426)	(4,069,998)	(5,902,424)	152,577
Benchmark++			1,050,000	1,050,000
Excess	(1,832,426)	(4,069,998)	(6,952,424)	(897,423)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	180,338	180,338	360,676	358,526
Incentive Fee				
Revenue	697,378	157,598	854,976	10,799,359
Benchmark Revenue	5,263,794	4,650,537	9,914,331	9,855,200
Revenue Excess	(4,566,416)	(4,492,939)	(9,059,355)	990,033
Incentive Fee **	-	-	-	-
Total SMG Management Fee	180,338	180,338	360,676	358,526

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ SMG will be eligible for an Incentive fee if Net Revenues exceed Expenses by the following amounts:

    Equal to \$850,000 and less than \$950,000 shall be paid at 50% of calculated fee.

    Equal to \$950,000 and less than \$1,050,000 shall be paid at 75% of calculated fee.

    Equal to \$1,050,000 and above shall be paid at 100% of calculated fee.



# VAN ANDEL ARENA

## FINANCIAL STATEMENT FOR THE MONTH ENDED APRIL 30, 2021

PROUD HOME OF THE GRAND RAPIDS GRIFFINS – TWO TIME CALDER CUPS CHAMPIONS



Distribution:

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Harry Cann  
Hope Parkin  
Howard Feldman  
Richard MacKeigan  
Chris Machuta



VAN ANDEL ARENA  
 ROLLING FORECAST  
 FISCAL YEAR ENDING JUNE 30, 2021

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	22	9	31	0	31
ATTENDANCE	9,523	-	9,523	0	9,523
DIRECT EVENT INCOME	180,426	7,500	187,926	166,258	21,668
ANCILLARY INCOME	18,120	-	18,120	228,632	(210,512)
OTHER EVENT INCOME	814	-	814	112,125	(111,311)
<b>TOTAL EVENT INCOME</b>	<b>199,360</b>	<b>7,500</b>	<b>206,860</b>	<b>507,015</b>	<b>(300,155)</b>
TOTAL OTHER INCOME	482,518	8,000	490,518	348,233	142,285
<b>TOTAL INCOME</b>	<b>681,878</b>	<b>15,500</b>	<b>697,378</b>	<b>855,248</b>	<b>(157,870)</b>
INDIRECT EXPENSES					
EXECUTIVE	138,302	35,650	173,952	199,008	25,056
FINANCE	138,264	30,326	168,590	177,924	9,334
MARKETING	85,695	29,600	115,295	169,640	54,345
OPERATIONS	619,858	217,320	837,178	1,441,751	604,573
BOX OFFICE	97,613	23,692	121,305	165,862	44,557
LUXURY SEATING	-	-	-	-	-
SKYWALK ADMIN	23,406	9,308	32,714	54,096	21,382
OVERHEAD	874,604	206,166	1,080,770	1,135,583	54,813
<b>TOTAL INDIRECT EXP.</b>	<b>1,977,741</b>	<b>552,062</b>	<b>2,529,804</b>	<b>3,343,864</b>	<b>814,060</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(1,295,863)</b>	<b>(536,562)</b>	<b>(1,832,426)</b>	<b>(2,488,616)</b>	<b>656,190</b>
LESS INCENTIVE FEE			-	-	-
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	<b>(1,295,863)</b>	<b>(536,562)</b>	<b>(1,832,426)</b>	<b>(2,488,616)</b>	<b>656,190</b>

Comments:

In what felt a little bit closer to normal, the Arena hosted 7 home Griffins games (with limited attendance), and two different sessions of high school sports with the MHSAA wrestling finals, as well as, boys and girls basketball semi-finals.

DocuSigned by:



7ECB840AF99F405...  
 General Manager



Assistant General Manager

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR FISCAL YEAR ENDING JUNE 30, 2021**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	April Actual	April Budget	April FY 2020
Number of Events	11		-
Attendance	7,897		-
Direct Event Income	\$105,075	\$23,990	\$880
Ancillary Income	0	34,914	32,727
Other Event Income	88	14,000	34
Other Operating Income	329	51,493	155,978
Indirect Expenses	(216,270)	(322,832)	(323,653)
Net Income	(\$110,778)	(\$198,435)	(\$134,035)

<b>YTD</b>	YTD 2021 Actual	YTD 2021 Budget	YTD 2020 Prior Year
Number of Events	22	-	79
Attendance	9,523	-	510,841
Direct Event Income	\$180,426	\$57,556	\$923,084
Ancillary Income	18,120	204,683	1,633,828
Other Event Income	814	77,750	933,041
Other Operating Income	482,518	164,636	2,036,568
Indirect Expenses	(1,977,741)	(2,698,194)	(3,530,786)
Net Income	(\$1,295,863)	(\$2,193,569)	\$1,995,736

**EVENT INCOME**

Griffins gradually increasing attendance with new capacity allowances and hosted the MHSAA wrestling and basketball events.

**ANCILLARY INCOME**

No ancillary income with limited patrons in the house.

**INDIRECT EXPENSES**

Indirect expenses came in ahead of budget overall.

**Van Andel Arena**  
**Income Statement**  
**For the Ten Months Ended April 30, 2021**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$ 185,817	\$ 41,240	\$ 144,577	\$ 1,011	\$ 280,841	\$ 255,066	\$ 25,775	\$ 1,790,153
Service Revenue	642	45,000	(44,358)	-	88,498	112,500	(24,002)	2,162,696
Service Expenses	(81,384)	(62,250)	(19,134)	(131)	(188,913)	(310,000)	121,087	(3,029,765)
<b>Total Direct Event Income</b>	<b>105,075</b>	<b>23,990</b>	<b>81,085</b>	<b>880</b>	<b>180,426</b>	<b>57,566</b>	<b>122,860</b>	<b>923,084</b>
<b>Ancillary Income</b>								
F&B Concession	-	30,585	(30,585)	32,050	-	182,251	(182,251)	1,337,043
F&B Catering	-	2,769	(2,769)	677	-	14,392	(14,392)	138,279
Novelty Sales	-	1,560	(1,560)	-	-	8,040	(8,040)	158,109
Booth Cleaning	-	-	-	-	660	-	660	802
Audio Visual	-	-	-	-	-	-	-	95
Other Ancillary	-	-	-	-	17,460	-	17,460	(500)
<b>Total Ancillary Income</b>	<b>0</b>	<b>34,914</b>	<b>(34,914)</b>	<b>32,727</b>	<b>18,120</b>	<b>204,683</b>	<b>(186,563)</b>	<b>1,633,828</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	88	14,000	(13,912)	34	814	77,750	(76,936)	933,041
<b>Total Other Event Income</b>	<b>88</b>	<b>14,000</b>	<b>(13,912)</b>	<b>34</b>	<b>814</b>	<b>77,750</b>	<b>(76,936)</b>	<b>933,041</b>
<b>Total Event Income</b>	<b>105,163</b>	<b>72,904</b>	<b>32,259</b>	<b>33,641</b>	<b>199,360</b>	<b>339,999</b>	<b>(140,639)</b>	<b>3,489,953</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	0	32,472	(32,472)	97,606	293,980	78,594	215,386	1,397,907
Advertising	0	13,021	(13,021)	56,680	144,466	26,042	118,424	550,488
Other Income	329	6,000	(5,671)	1,692	44,072	60,000	(15,928)	88,173
<b>Total Other Operating Income</b>	<b>329</b>	<b>51,493</b>	<b>(51,164)</b>	<b>155,978</b>	<b>482,518</b>	<b>164,636</b>	<b>317,882</b>	<b>2,036,568</b>
<b>Adjusted Gross Income</b>	<b>105,492</b>	<b>124,397</b>	<b>(18,905)</b>	<b>189,619</b>	<b>681,878</b>	<b>504,635</b>	<b>177,243</b>	<b>5,526,520</b>
<b>Operating Expenses</b>								
Salaries and Wages	57,634	89,164	(31,530)	98,077	584,949	791,958	(207,009)	1,891,645
Payroll Taxes and Benefits	26,692	20,766	5,926	147,473	279,526	182,740	96,786	427,798
Labor Allocations to Events	(8,726)	-	(8,726)	(24,909)	(76,906)	-	(76,906)	(850,251)
<b>Net Salaries and Benefits</b>	<b>75,600</b>	<b>109,930</b>	<b>(34,330)</b>	<b>220,641</b>	<b>787,569</b>	<b>974,698</b>	<b>(187,129)</b>	<b>1,469,192</b>
Contracted Services	7,457	24,150	(16,693)	-	40,475	96,600	(56,125)	231,630
General and Administrative Operations	21,233	28,460	(7,227)	23,061	225,364	250,448	(25,084)	419,287
Repair and Maintenance	1,600	7,955	(6,355)	1,533	16,171	75,212	(59,041)	45,448
Operational Supplies	19,921	34,219	(14,298)	12,756	130,514	301,126	(170,612)	171,042
Insurance	766	26,741	(25,975)	4,708	42,599	188,935	(146,336)	204,102
Utilities	23,360	14,595	8,765	5,986	129,500	118,887	10,613	179,589
SMG Management Fees	51,305	61,545	(10,240)	40,029	455,267	539,918	(84,651)	661,109
	15,028	15,237	(209)	14,939	150,282	152,370	(2,088)	149,386
<b>Total Operating Expenses</b>	<b>216,270</b>	<b>322,832</b>	<b>(106,562)</b>	<b>323,653</b>	<b>1,977,741</b>	<b>2,698,194</b>	<b>(720,453)</b>	<b>3,530,786</b>
<b>Net Income(Loss) From Operations</b>	<b>(110,778)</b>	<b>(198,435)</b>	<b>87,657</b>	<b>(134,034)</b>	<b>(1,295,863)</b>	<b>(2,193,559)</b>	<b>897,696</b>	<b>1,995,735</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(110,778)</b>	<b>(198,435)</b>	<b>87,657</b>	<b>(134,034)</b>	<b>(1,295,863)</b>	<b>(2,193,559)</b>	<b>897,696</b>	<b>1,995,735</b>

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Ten Months Ended April 30, 2021**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	-	-	-	-	-	-
Sporting Event	4	-	3,836	-	75,795	-
Concert	-	-	-	-	814	-
Team Home Games	11	-	5,687	-	49,905	-
Other	7	-	-	-	72,847	-
<b>GRAND TOTALS</b>	<b>22</b>	<b>-</b>	<b>9,523</b>	<b>-</b>	<b>199,360</b>	<b>-</b>
As Percentage of Overall						
Family Show	0.00%	#DIV/0!	0.00%	#DIV/0!	0.00%	#DIV/0!
Sporting Event	18.18%	#DIV/0!	40.28%	#DIV/0!	38.02%	#DIV/0!
Concert	0.00%	#DIV/0!	0.00%	#DIV/0!	0.41%	#DIV/0!
Team Home Games	50.00%	#DIV/0!	59.72%	#DIV/0!	25.03%	#DIV/0!
Other	31.82%	#DIV/0!	0.00%	#DIV/0!	36.54%	#DIV/0!

**Van Andel Arena  
Balance Sheet  
As for April 30, 2021**

**ASSETS**

**Current Assets**

Cash	6,357,506
Account Receivable	1,079,750
Prepaid Expenses	138,566

**Total Current Assets**

\$7,575,822

**Total Assets**

\$7,575,822

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	(35,325)
Accrued Expenses	49,764
Deferred Income	761,971
Advanced Ticket Sales & Deposits	6,705,068

**Total Current Liabilities**

\$7,481,478

**Other Liabilities**

**Equity**

Funds Remitted to CAA	0
Funds Received by CAA	1,877,974
Expenses Paid Direct by CAA	417,399
Beginning Balance Equity	(905,167)
Current Year Equity	(1,295,862)

**Total Equity**

\$94,344

**Total Liabilities and Equity**

\$7,575,822

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As for April 30, 2021**

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Current - Under 30 Days	
Food & Beverage	-
Ticketing	322,440
Merchandise	-
Permanent Advertising	593,484
DeVos Place	4,910
Operating	158,916
Over 30 Days	
Over 60 Days	
Over 90 Days	
Total Accounts Receivable	1,079,750

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2021**

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2020 Audited
Net Revenue above Expenses	(1,832,426)	(4,069,998)	(5,902,424)	152,577
Benchmark++			1,050,000	1,050,000
Excess	(1,832,426)	(4,069,998)	(6,952,424)	(897,423)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	180,338	180,338	360,676	358,526
Incentive Fee				
Revenue	697,378	157,598	854,976	10,799,359
Benchmark Revenue	5,263,794	4,650,537	9,914,331	9,855,200
Revenue Excess	(4,566,416)	(4,492,939)	(9,059,355)	990,033
Incentive Fee **	-	-	-	-
Total SMG Management Fee	180,338	180,338	360,676	358,526

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ SMG will be eligible for an Incentive fee if Net Revenues exceed Expenses by the following amounts:  
 Equal to \$850,000 and less than \$950,000 shall be paid at 50% of calculated fee.  
 Equal to \$950,000 and less than \$1,050,000 shall be paid at 75% of calculated fee.  
 Equal to \$1,050,000 and above shall be paid at 100% of calculated fee.

**Memorandum**

**To:** CAA Finance Committee  
  
Grand Rapids – Kent County  
Convention/Arena Authority

**From:** Robert J. White

**Date:** June 4, 2021

**Re:** Convention/Arena Authority (CAA)  
Fiscal Year 2022 Budget Recommendation

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The attached material summarizes a requested CAA Administrative Operating Budget and Consolidated Income Statement for the Fiscal Year beginning July 1, 2021 (Fiscal Year 2022). The format of the report provides the Board with an overview of Fiscal Year 2020 actual, Fiscal Year 2021 estimate, Fiscal Year 2022 preliminary recommendations, and a “forecast” for Fiscal Year 2023. Preliminary Finance Committee review will be held on May 7th, with final Board review scheduled for June 4th.

Table A provides a summary of the facility manager (SMG) budget documents submitted under separate cover. Based on SMG’s most recent “budget roll,” the current year forecast has been updated to a net operating loss balance of (\$6 M). Funding, requested for FY 2022, would generate a net operating loss of (\$1.5 M).

Fiscal Year 2022 Operating Assumptions:

- Full-time staffing to be brought back, in phases, during the period of July through October.
- Van Andel Arena® events to be run at full capacity on and after October 2021.
- DeVos Place® events limited in the first quarter, increasing gradually in the second quarter, and at full capacity on and after January 2022.

The Fiscal Year 2022 consolidated income statement (Table C) forecasts a net operating loss totaling (\$1.4 M). The operating loss will be covered by a draw from unrestricted fund balance. The capital funding required, of \$.97 M, will be supported by interest earnings and a drawdown from the capital reserve account.

Table B provides a summary of the CAA administrative budget. Revenues in this account include regularly scheduled transfers from the facility manager, parking, interest, and other miscellaneous contributions to the organization. Expenditures from this account include provision for utilities, capital repair/replacement/improvement (as defined in the SMG management contract), parking management fees, landscape plantings, and other administrative expenses. Table B-1, attached hereto, provides additional details concerning utility and miscellaneous administrative expenditure accounts.

Based on these initial budgetary estimates, it is expected that the CAA will close its Fiscal Year 2021 activities with a “fund balance” approximating \$12.9 million. This would include a recommended minimum operating reserve balance of \$3.0 million and a capital repair/replacement/improvement reserve of \$9.9 million.

The current Table D has been included along with the original Fiscal Year 2022 budget materials. This report provides a “Budget Summary by Facility/Other” formatted report. It organizes revenues and expenses in three activity areas including Van Andel Arena®, DeVos Place® Convention Center, and other. This report provides all the same information contained in Table C, but also allows the reader to view the overall operations of each facility incorporating therein the revenues generated by the parking facilities attached or adjacent to the buildings and police-pedestrian safety services.

Richard MacKeigan, Chris Machuta, Sue Waddell, and I participated in preparation of the attached recommended budget. We would expect to present this to the Finance Committee, at its May meeting, and be prepared to answer any additional questions which may arise from a review of this material.

Attachments:

- Table A – SMG Operating Budgets (Summary)
- Table B – CAA Administrative Budget
- Table C – Consolidated Income Statement
- Table D – Budget Summary by Facility
- Table E – Ten-Year History of a Consolidated Income Statement

**Table A**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**SMG Facilities Budget**  
**Fiscal Years Ending June 30, 2020 - 2023**

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Recommendation</u>	<u>Forecast</u>
Van Andel Arena					
Operating - Revenues	\$ 5,832,637	\$ 855,248	\$ 604,887	\$ 4,746,644	\$ 5,981,571
- Expenses - Facilities	(3,947,676)	(3,161,016)	(2,351,226)	(4,330,348)	(4,664,819)
- Management Fees	(179,263)	(182,848)	(180,338)	(183,945)	(189,463)
- <b>Incentive Fees</b>		-	-	-	-
Net Operating Income	<u>1,705,698</u>	<u>(2,488,616)</u>	<u>(1,926,677)</u>	<u>232,351</u>	<u>1,127,289</u>
 DeVos Place					
Operating - Revenues	4,966,722	975,759	158,928	4,143,265	6,713,521
- Expenses - Facilities	(6,340,580)	(4,606,032)	(4,047,220)	(5,725,206)	(6,691,889)
- Management Fees	(179,263)	(182,848)	(180,338)	(183,945)	(189,463)
- <b>Incentive Fees</b>		-	-	-	-
Net Operating Income/(Loss)	<u>(1,553,121)</u>	<u>(3,813,121)</u>	<u>(4,068,630)</u>	<u>(1,765,886)</u>	<u>(167,831)</u>
 Net Available to CAA:					
Van Andel Arena	1,705,698	(2,488,616)	(1,926,677)	232,351	1,127,289
DeVos Place	(1,553,121)	(3,813,121)	(4,068,630)	(1,765,886)	(167,831)
	<u>\$ 152,577</u>	<u>\$ (6,301,737)</u>	<u>\$ (5,995,307)</u>	<u>\$ (1,533,535)</u>	<u>\$ 959,458</u>

**Table B**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Administrative - Operating / Capital Replacement Budget**  
**FY 2020-2022**

	<u>FY2020</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2022</u>
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Recommendation</u>
<b>Revenues:</b>				
Facility Operations	\$ 152,577	\$ (6,301,737)	\$ (5,995,307)	(1,533,535)
Utility Reimbursement	1,783,652	1,644,906	1,356,355	1,924,000
Transfers from SMG	1,936,229	(4,656,831)	(4,638,952)	390,465
State Grant	350,207	4,969,411	5,649,793	
County Grant	-	1,985,817	1,955,645	
DeVos Place Parking <sup>(1)</sup>	1,163,477	470,000	442,536	1,000,000
VanAndel Parking <sup>(1)</sup>	314,418	234,000	202,357	278,989
Interest <sup>(2)</sup>	547,468	140,000	165,000	165,000
Miscellaneous	118,069	58,022	66,654	108,000
Total Revenues	<u>4,429,868</u>	<u>3,200,419</u>	<u>3,843,033</u>	<u>1,942,454</u>
<b>Expenditures:</b>				
Utilities <sup>(4)</sup>	1,783,652	1,644,906	1,356,355	1,924,000
Other Operating <sup>(5)</sup>	408,690	162,000	283,652	404,989
Administration/Other <sup>(6)</sup>	1,228,843	1,095,106	646,841	811,500
Facility Maintenance	2,704,598	-	-	-
Amphitheater	350,207	4,969,411	4,764,936	-
Capital	594,182	6,406,244	5,493,656	970,112 <sup>(3)</sup>
Total Expenditures	<u>7,070,172</u>	<u>14,277,667</u>	<u>12,545,440</u>	<u>4,110,601</u>
Net Excess (Deficit)	<u>\$ (2,640,304)</u>	<u>\$ (11,077,248)</u>	<u>\$ (8,702,407)</u>	<u>\$ (2,168,147)</u>

**Notes: See Following Pages**

**Table B-1**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Administrative - Operating / Capital Replacement Budget**  
**FY 2022 Budget**

**Notes:**

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
<sup>(1)</sup> DeVos Place Parking Rates:			
30 Minutes	\$ 1.50	\$ 1.50	\$ 1.50
Daily Maximum	15.00	15.00	15.00
Vehicles with Trailers: Courtesy Validations (2 Hr. Limit) ASM Designated Only	-	NC*	NC*
Event	10.00	10.00	10.00
Weekly (ASM Designated Only)**	-	14.00	14.00
Monthly -Public	154.00	154.00	154.00
-Reserved Premium	58.00	58.00	58.00
-County/SMG/ASM (O+M)	55.25	62.78	62.78

Van Andel Arena Parking Rates:			
Event	\$ 12.00	\$ 12.00	\$ 12.00
Non-Event Coin Unit	12.00	12.00	12.00
Monthly -Public	112.00	112.00	112.00

\* No Charge

\*\* Fourteen (14) Day Notice Requirement

<sup>(2)</sup> \$16.6 million (2/29/21 pool balance) in invested funds at 1.0%.

<sup>(3)</sup> **FY 2022 Eligible Projects:**

DeVos Place®	
Lyon Square Project	<u>200,000</u>
<b>Total DVP</b>	<b>200,000</b>

**Carryover (FY21) Projects:**

VAA - Suite Refurbishment	370,000
DVP - Lyon Street Contribution	<u>400,000</u>
<b>Total Carryover</b>	<b>770,000</b>

<b>Total FY 2022 Capital Budget</b>	<b><u><u>\$ 970,000</u></u></b>
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**Table B-1**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Detail of Expenditure Estimates**  
**FY 2020-2022**

	<u>FY 2020</u> <u>Actual</u>	<u>FY 2021</u> <u>Budget</u>	<u>FY 2021</u> <u>Estimate</u>	<u>FY 2022</u> <u>Recommendation</u>
<b>Utilities<sup>(4)</sup>:</b>				
Electricity	\$ 1,183,672	\$ 1,052,280	\$ 801,185	\$ 1,257,000
Steam/Gas	465,818	506,595	450,681	550,000
Water/Sewer	134,162	86,031	104,489	117,000
	<u>\$ 1,783,652</u>	<u>\$ 1,644,906</u>	<u>\$ 1,356,355</u>	<u>1,924,000</u>
<b>Other Operating<sup>(5)</sup>:</b>				
Parking Management	\$ 256,321	\$ 75,000	\$ 210,951	\$ 236,989
Pedestrian Safety	124,542	22,000	45,701	101,000
Repairs - F&B	-	40,000	-	40,000
Landscaping	27,827	25,000	27,000	27,000
	<u>\$ 408,690</u>	<u>\$ 162,000</u>	<u>\$ 283,652</u>	<u>404,989</u>
<b>Administration/Other<sup>(6)</sup>:</b>				
COVID-19 Preparedness Plan	\$ -	\$ 300,000	\$ -	\$ -
Arena 25-Year Recognition	-	-	-	100,000
Wages	118,116	112,300	115,238	110,000
Benefits	32,377	28,806	28,806	29,000
Accounting/Audit	54,480	55,000	51,000	52,000
Legal Services	15,576	30,000	35,000	35,000
DID Assessment <sup>(A)</sup>	65,284	33,000	32,110	33,000
Consulting Services	552,628	200,000	149,851 *	91,500 **
Insurance	17,429	26,000	24,836	26,000
Marketing - CVB/WMSC	200,000	200,000	200,000	200,000
Diversity Initiative	140,468	100,000	-	100,000
Procurement of Art (ArtPrize)	2,105	-	-	25,000
Other	30,380	10,000	10,000	10,000
Contingent	-	-	-	-
	<u>\$ 1,228,843</u>	<u>\$ 1,095,106</u>	<u>\$ 646,841</u>	<u>\$ 811,500</u>

**Notes:**

<sup>(A)</sup>Downtown Improvement District special assessment contribution from CAA based on benefit allocation formula

\*SMG-\$54,401, Potomac Strategic Development-\$33,000, DD&M-\$3,500 and Progressive AE-\$58,950.

\*\*SMG-\$55,500; Potomac Strategic Development-\$36,000.

**Table C**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Consolidated Income Statement**  
**Fiscal Years Ending June 30, 2020-2022**

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2022</u>
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Recommendation</u>
Operating Revenue:				
Event - VanAndel Arena	\$ 871,463	\$ 166,258	\$ 91,852	\$ 913,770
- DeVos Place	2,468,476	520,660	71,375	2,352,417
Ancillary - VanAndel Arena	1,663,695	228,632	18,120	1,334,871
- DeVos Place	1,864,083	369,479	(10,637)	1,401,350
Other - VanAndel Arena	3,297,479	460,358	494,915	2,498,003
- DeVos Place	634,163	85,620	98,190	389,498
-Administration	118,069	58,022	1,066,654	108,000
Parking - VanAndel Arena	314,418	234,000	202,357	278,989
- DeVos Place	1,163,477	470,000	442,536	1,000,000
	<u>12,395,323</u>	<u>2,593,029</u>	<u>2,475,362</u>	<u>10,276,898</u>
Operating Expense / Appropriations:				
Facility Operations				
- VanAndel Arena	3,947,676	3,161,016	2,351,226	4,330,348
- DeVos Place	6,340,580	4,606,032	4,047,220	5,725,206
- Management	358,526	365,696	360,676	367,890
- Incentive	-	-	-	-
- Parking/Maintenance	408,690	162,000	283,652	404,989
Other Operating	2,704,598	-	-	-
Administration/Other	1,579,050	1,095,106	646,841	811,500
	<u>15,339,120</u>	<u>9,389,850</u>	<u>7,689,615</u>	<u>11,639,933</u>
Operating Income	(2,943,797)	(6,796,821)	(5,214,253)	(1,363,035)
Non-Operating Revenue:				
Interest/Capital Contribution	897,675	7,095,228	6,770,438	165,000
Transfer (to) from Capital Acct.	(594,182)	(11,375,655)	(10,258,592)	(970,112)
	<u>303,493</u>	<u>(4,280,427)</u>	<u>(3,488,154)</u>	<u>(805,112)</u>
<b>Net Income (Loss)</b>	<b>(2,640,304)</b>	<b>(11,077,248)</b>	<b>(8,702,407)</b>	<b>(2,168,147)</b>
<b>Fund Balance, beg. of yr.</b>	<b>24,268,984</b>	<b>21,628,680</b>	<b>21,628,680</b>	<b>12,819,334</b>
<b>Fund Balance, end of yr.</b>	<b>\$ 21,628,680</b>	<b>\$ 10,551,432</b>	<b>\$ 12,926,273</b>	<b>\$ 10,651,187</b>

**Table D**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**FY 2020-2021 Actual**  
**FY 2022 Budget**

	<u>FY 2020</u> <u>Actual</u>	<u>FY 2021</u> <u>Budget</u>	<u>FY 2021</u> <u>Estimate</u>	<u>FY 2022</u> <u>Recommendation</u>	<u>FY 2023</u> <u>Forecast</u>
<b>Van Andel Arena</b>					
Operating - Revenues	\$ 5,832,637	\$ 855,248	\$ 604,887	\$ 4,746,644	\$ 5,981,571
- Expenses - Facilities	(3,947,676)	(3,161,016)	(2,351,226)	(4,330,348)	(4,664,819)
- Management Fees	(179,263)	(182,848)	(180,338)	(183,945)	(189,463)
- Incentive Fee	-	-	-	-	-
Net Operating Income (Loss)	1,705,698	(2,488,616)	(1,926,677)	232,351	1,127,289
Parking	314,418	234,000	202,357	278,989	350,000
Pedestrian Safety	(82,159)	(13,700)	-	(65,000)	(100,000)
<b>Net Proceeds (Cost) of VAA</b>	<b>1,937,957</b>	<b>(2,268,316)</b>	<b>(1,724,320)</b>	<b>446,340</b>	<b>1,377,289</b>
<b>DeVos Place Convention Center</b>					
Operating - Revenues	4,966,722	975,759	158,928	4,143,265	6,713,521
- Expenses - Facilities	(6,340,580)	(4,606,032)	(4,047,220)	(5,725,206)	(6,691,889)
- Management Fees	(179,263)	(182,848)	(180,338)	(183,945)	(189,463)
- Incentive Fee	-	-	-	-	-
Net Operating Loss	(1,553,121)	(3,813,121)	(4,068,630)	(1,765,886)	(167,831)
Parking	907,156	395,000	231,585	763,011	1,200,000
Pedestrian Safety	(42,382)	(8,300)	(45,701)	(36,000)	(35,000)
<b>Net Proceeds (Cost) of DVP</b>	<b>(688,347)</b>	<b>(3,426,421)</b>	<b>(3,882,746)</b>	<b>(1,038,875)</b>	<b>997,169</b>
<b>Other</b>					
Revenues					
Interest	547,468	140,000	165,000	165,000	250,000
Miscellaneous	468,276	58,022	1,066,654	108,000	108,000
	<u>1,015,744</u>	<u>198,022</u>	<u>1,231,654</u>	<u>273,000</u>	<u>358,000</u>
Expenses					
Administration	(1,579,050)	(1,095,106)	(646,841)	(811,500)	(800,000)
Other Operating	(27,827)	(65,000)	(27,000)	(67,000)	(70,000)
	<u>(1,606,877)</u>	<u>(1,160,106)</u>	<u>(673,841)</u>	<u>(878,500)</u>	<u>(870,000)</u>
<b>Net Other</b>	<u>(591,133)</u>	<u>(962,084)</u>	<u>557,813</u>	<u>(605,500)</u>	<u>(512,000)</u>
<b>Total Net Proceeds/Operating</b>	<b>658,477</b>	<b>(6,656,821)</b>	<b>(5,049,253)</b>	<b>(1,198,035)</b>	<b>1,862,458</b>
Capital Expenditures	(3,298,781)	(4,420,427)	(3,653,154)	(970,112)	(1,000,000)
Results Net of Capital Expenditures	<u>\$ (2,640,304)</u>	<u>\$ (11,077,248)</u>	<u>\$ (8,702,407)</u>	<u>\$ (2,168,147)</u>	<u>\$ 862,458</u>

**Table E**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Summary of Consolidated Income Statement - By Facility**  
**Fiscal Years 2014 through 2023**  
**1-May-21**  
**(In Thousands)**

	<b>Actual</b>						<b>Est.</b>	<b>Rec.</b>	<b>Forecast</b>	
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
VAA - Net Proceeds	\$ 532	\$ 1,610	\$ 1,980	\$ 2,865	\$ 2,338	\$ 4,367	\$ 1,938	\$ (1,724)	\$ 446	\$ 1,377
DVP - Net Proceeds	445	908	1,625	1,465	1,441	1,243	(688)	(3,883)	(1,039)	997
SMG Incentive Fees	-	(344)	(344)	(347)	(353)	(353)	-	-	-	-
Other-Net Proceeds	<u>(456)</u>	<u>(308)</u>	<u>(565)</u>	<u>(442)</u>	<u>(516)</u>	<u>(447)</u>	<u>(591)</u>	<u>558</u>	<u>(605)</u>	<u>(512)</u>
Total Net Operating	521	1,866	2,696	3,541	2,910	4,810	659	(5,049)	(1,198)	1,862
Capital	<u>(2,565)</u>	<u>(1,130)</u>	<u>(2,361)</u>	<u>(2,360)</u>	<u>(2,618)</u>	<u>(4,245)</u>	<u>(3,299)</u>	<u>(3,653)</u>	<u>(970)</u>	<u>(1,000)</u>
Transfer To/(From) Fund Balance	<u>(2,044)</u>	<u>736</u>	<u>335</u>	<u>1,181</u>	<u>292</u>	<u>565</u>	<u>(2,640)</u>	<u>(8,702)</u>	<u>(2,168)</u>	<u>862</u>
Fund Balance, End of Year	<u>\$ 21,160</u>	<u>\$ 21,896</u>	<u>\$ 22,230</u>	<u>\$ 23,411</u>	<u>\$ 23,703</u>	<u>\$ 24,268</u>	<u>\$ 21,628</u>	<u>\$ 12,926</u>	<u>\$ 10,758</u>	<u>\$ 11,620</u>

# DEVOS PLACE



## DE VOS PLACE & VAN ANDEL ARENA

**OPERATING BUDGET  
FISCAL YEAR ENDING JUNE 30, 2022**

**FISCAL YEAR ENDING JUNE 30, 2023 SHOWN AS INFORMATION ONLY**

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Harry Cann  
Hope Parkin  
Howard Feldman  
Richard MacKeigan  
Chris Machuta



DeVos Place  
Fiscal Year Ending June 30, 2022 & June 30, 2023  
Lead Income Statement

	FY22	FY23
Event Income		
	Total	Total
Direct Event Income		
Rental Income	2,388,817	3,790,655
Service Income	(36,400)	(52,260)
Service Expenses	-	-
Total Direct Event Income	<u>2,352,417</u>	<u>3,738,395</u>
Ancillary Income		
F & B Concessions	159,940	232,747
F & B Catering	433,400	836,787
Novelty Sales	14,703	20,240
Booth Cleaning	209,466	365,651
Telephone/Long Distance	150	200
Electrical Services	232,715	424,821
Audio Visual	167,615	319,587
Internet Services	66,325	112,151
Equipment Rental	117,036	177,683
Total Ancillary Income	<u>1,401,350</u>	<u>2,489,867</u>
Other Event Income		
Ticket Rebates (Per Event)	287,498	360,259
Total Other Event Income	<u>287,498</u>	<u>360,259</u>
Total Event Income	<u>4,041,265</u>	<u>6,588,521</u>
Other Operating Income	<u>102,000</u>	<u>125,000</u>
Adjusted Gross Income	<u>4,143,265</u>	<u>6,713,521</u>
Operating Expenses		
Employee Salaries and Wages	2,585,794	3,098,748
Benefits	667,536	745,986
Less: Event Labor Allocations	<u>(798,369)</u>	<u>(838,456)</u>
Net Employee Wages and Benefits	2,454,961	3,006,278
Contracted Services	336,552	292,829
General and Administrative	399,429	484,778
Operations	153,351	163,350
Repair & Maintenance	565,199	565,199
Supplies	242,100	296,100
Insurance	283,814	298,555
Utilities	1,289,800	1,584,800
SMG Management Fees	183,945	189,463
Total Operating Expenses	<u>5,909,151</u>	<u>6,881,352</u>
Net Income (Loss) From Operations	<u>(1,765,886)</u>	<u>(167,831)</u>
Other Income (Expenses)		
Net Income After Other Income (Expenses)	<u>(1,765,886)</u>	<u>(167,831)</u>

Van Andel Arena  
Fiscal Year Ending June 30, 2022 & June 30, 2023  
Lead Income Statement

Event Income	Total FY22	FY23
<b>Direct Event Income</b>		
Rental Income	1,715,970	2,061,970
Service Income	1,382,800	1,746,800
Service Expenses	<u>(2,185,000)</u>	<u>(2,619,000)</u>
Total Direct Event Income	<u>913,770</u>	<u>1,189,770</u>
<b>Ancillary Income</b>		
F & B Concessions	1,174,967	1,294,747
F & B Catering	101,806	115,846
Novelty Sales	<u>58,098</u>	<u>83,058</u>
Total Ancillary Income	<u>1,334,871</u>	<u>1,493,651</u>
<b>Other Event Income</b>		
Ticket Rebates (Per Event)	<u>593,600</u>	<u>761,600</u>
Total Other Event Income	<u>593,600</u>	<u>761,600</u>
Total Event Income	<u>2,842,241</u>	<u>3,445,021</u>
Other Operating Income	<u>1,904,403</u>	<u>2,536,550</u>
Adjusted Gross Income	<u>4,746,644</u>	<u>5,981,571</u>
<b>Operating Expenses</b>		
Employee Salaries and Wages	2,102,048	2,524,876
Benefits	649,439	719,251
Less: Event Labor Allocations	<u>(790,968)</u>	<u>(1,054,625)</u>
Net Employee Wages and Benefits	<u>1,960,519</u>	<u>2,189,502</u>
Contracted Services	334,752	298,494
General and Administrative	377,083	411,470
Operations	92,784	94,784
Repair & Maintenance	370,500	370,500
Supplies	240,700	258,700
Insurance	186,760	204,869
Utilities	767,250	836,500
SMG Management Fees	<u>183,945</u>	<u>189,463</u>
Total Operating Expenses	<u>4,514,293</u>	<u>4,854,282</u>
Net Income (Loss) From Operations	<u>232,351</u>	<u>1,127,289</u>
<b>Other Income (Expenses)</b>		
Net Income After Other Income (Expenses)	<u>232,351</u>	<u>1,127,289</u>

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2022**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2021 Forecast
Net Revenue above Expenses	232,351	(1,765,886)	(1,533,535)	(5,995,307)
Benchmark++			1,050,000	1,050,000
Excess	232,351	(1,765,886)	(2,583,535)	(7,045,307)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	182,848	183,945	366,793	360,676
Incentive Fee				
Revenue	4,746,644	4,143,265	8,889,909	763,815
Benchmark Revenue	5,253,000	4,641,000	10,082,875	9,914,331
Revenue Excess	(506,356)	(497,735)	(1,192,966)	(9,150,516)
Incentive Fee **	-	-	-	-
Total SMG Management Fee	182,848	183,945	366,793	360,676

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ SMG will be eligible for an Incentive fee if Net Revenues exceed Expenses by the following amounts:  
 Equal to \$850,000 and less than \$950,000 shall be paid at 50% of calculated fee.  
 Equal to \$950,000 and less than \$1,050,000 shall be paid at 75% of calculated fee.  
 Equal to \$1,050,000 and above shall be paid at 100% of calculated fee.



GRAND RAPIDS-KENT COUNTY  
CONVENTION / ARENA AUTHORITY

June 4, 2021

TO: CAA Board of Directors

THROUGH: Rich MacKeigan, Regional General Manager  
DeVos Place®/Van Andel Arena®

FROM: Eddie Tadlock, Assistant General Manager, DeVos Place®

RE: Rental Rates, DeVos Place®

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I would like to take this opportunity to present ASM's recommendations for Room Rental Rates for DeVos Place®, effective FY July 2022 through FY June 2026. ASM has established a 5-year rate card for DeVos Place® to provide potential clients the option to secure rental rates in outlying years, and in some instances multiple years. Historically, while rental rates at DeVos Place® have not increased more than 3.25% each year over the past few years (averaging between 2.75% - 3%); our rates continue to hover in the mid-range on the regional average. Our current pricing schedules reflect current economic assumptions in the regional marketplace and knowledge of rental rates of comparable venues of similar size in the area. Thus, the rental rates for FY 2022 remain unchanged.

We consider our current five-year rate card to be a key marketing element for the facility. Given the flexibility to negotiate rental rates with clients (limited to an increase or reduction no greater than 20% of the approved rates) current rates afford us continued opportunities to be competitive in the bidding process for Regional and National Conventions. By keeping our current 5-year rental rate card, we position ourselves appropriately to deliver the most value for the quality of product we serve.

Within the current structure of the rental rate cards approved by the CAA last fiscal year, ASM is committed to providing the best services required in the marketing of the facilities.

**Action requested:** Re-approve the rental rates for FY's 2022-2025; approve the new rental rates for FY 2026.

Attachments: Rental Rate Schedules FY's 2022-2026.

## ROOM RENTAL RATES

FY 2022 (July 1, 2021 – June 30, 2022)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,700 vs 12%	\$3,700/1 <sup>st</sup> Performance \$1,850/2 <sup>nd</sup> Performance	N/A	N/A	\$4,200	N/A
DeVos Hall (Fri-Sat)	\$4,200 vs 12%	\$4,200/1 <sup>st</sup> Performance \$2,100/2 <sup>nd</sup> Performance	N/A	N/A	\$4,700	N/A
Hall A-C	\$23,175 vs 12%	N/A	\$19,800 or \$.25 net sq. ft.	\$23,175 or \$.29 net sq. ft.	\$23,175	\$12,150
Hall A-B or B-C	\$15,450 vs 12%	N/A	\$13,200 or \$.25 net sq. ft.	\$15,450 or \$.29 net sq. ft.	\$15,450	\$8,100
Hall A, B, Or C	\$7,725 vs 12%	N/A	\$6,600 or \$.25 net sq. ft.	\$7,725 or \$.29 net sq. ft.	\$7,725	\$4,050
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,800 vs 12%	N/A	\$1,550 or \$.25 net sq. ft.	\$1,800 or \$.29 net sq. ft.	\$1,800	\$1,200
Meeting Rooms Grand Gallery Individual	\$675 vs 12%	N/A	\$675 or \$.25 net sq. ft.	\$675 or \$.29 net sq. ft.	\$675	\$675
Ballroom	\$6,800 vs 12%	N/A	\$5,800 or \$.25 net sq. ft.	\$6,800 or \$.29 net sq. ft.	\$6,800	\$4,100
Ballroom A,B,C-D	\$2,350 vs 12%	N/A	\$2,250 or \$.25 net sq. ft.	\$2,350 or \$.29 net sq. ft.	\$2,350	\$1,900
Ballroom C or D	\$1,500 vs 12%	N/A	\$1,450 or \$.25 net sq. ft.	\$1,500 or \$.29 net sq. ft.	\$1,500	\$1,400
River Overlook Meeting Rooms	\$675 vs 12%	N/A	\$675 per day	\$675 per day	\$675	\$675
Board Room	N/A	N/A	\$725 per day	\$725 per day	\$725	\$725
Monroe Meeting Rooms A-D	\$1,400 vs 12%	N/A	\$1,350 per day	\$1,400 per day	\$1,400	\$1,350
Monroe Meeting Room B, C, or D	N/A	N/A	\$575 per day	\$575 per day	\$575	\$575
Recital Hall or Monroe Meeting Room A	\$1,000 vs 12%	N/A	\$1,000 per day	\$1,000 per day	\$1,000	\$1,000

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

## ROOM RENTAL RATES

FY 2023 (July 1, 2022 – June 30, 2023)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,800 vs 12%	\$3,800/1 <sup>st</sup> Performance \$1,900/2 <sup>nd</sup> Performance	N/A	N/A	\$4,300	N/A
DeVos Hall (Fri-Sat)	\$4,300 vs 12%	\$4,300/1 <sup>st</sup> Performance \$2,150/2 <sup>nd</sup> Performance	N/A	N/A	\$4,800	N/A
Hall A-C	\$23,700 vs 12%	N/A	\$20,325 or \$.25 net sq. ft.	\$23,700 or \$.29 net sq. ft.	\$23,700	\$12,450
Hall A-B or B-C	\$15,800 vs 12%	N/A	\$13,550 or \$.25 net sq. ft.	\$15,800 or \$.29 net sq. ft.	\$15,800	\$8,300
Hall A, B, Or C	\$7,900 vs 12%	N/A	\$6,775 or \$.25 net sq. ft.	\$7,900 or \$.29 net sq. ft.	\$7,900	\$4,150
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,850 vs 12%	N/A	\$1,600 or \$.25 net sq. ft.	\$1,850 or \$.29 net sq. ft.	\$1,850	\$1,225
Meeting Rooms Grand Gallery Individual	\$700 vs 12%	N/A	\$700 or \$.25 net sq. ft.	\$700 or \$.29 net sq. ft.	\$700	\$700
Ballroom	\$6,950 vs 12%	N/A	\$5,950 or \$.25 net sq. ft.	\$6,950 or \$.29 net sq. ft.	\$6,950	\$4,200
Ballroom A,B,C-D	\$2,400 vs 12%	N/A	\$2,300 or \$.25 net sq. ft.	\$2,400 or \$.29 net sq. ft.	\$2,400	\$1,950
Ballroom C or D	\$1,550 vs 12%	N/A	\$1,500 or \$.25 net sq. ft.	\$1,550 or \$.29 net sq. ft.	\$1,550	\$1,450
River Overlook Meeting Rooms	\$700 vs 12%	N/A	\$700 per day	\$700 per day	\$700	\$700
Board Room	N/A	N/A	\$750 per day	\$750 per day	\$750	\$750
Monroe Meeting Rooms A-D	\$1,450 vs 12%	N/A	\$1,400 per day	\$1,450 per day	\$1,450	\$1,400
Monroe Meeting Room B, C, or D	N/A	N/A	\$600 per day	\$600 per day	\$600	\$600
Recital Hall or Monroe Meeting Room A	\$1,050 vs 12%	N/A	\$1,050 per day	\$1,050 per day	\$1,050	\$1,050

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

## ROOM RENTAL RATES

FY 2024 (July 1, 2023 – June 30, 2024)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,900 vs 12%	\$3,900/1 <sup>st</sup> Performance \$1,950/2 <sup>nd</sup> Performance	N/A	N/A	\$4,400	N/A
DeVos Hall (Fri-Sat)	\$4,400 vs 12%	\$4,400/1 <sup>st</sup> Performance \$2,200/2 <sup>nd</sup> Performance	N/A	N/A	\$4,900	N/A
Hall A-C	\$24,225 vs 12%	N/A	\$20,850 or \$.25 net sq. ft.	\$24,225 or \$.29 net sq. ft.	\$24,225	\$12,750
Hall A-B or B-C	\$16,150 vs 12%	N/A	\$13,900 or \$.25 net sq. ft.	\$16,150 or \$.29 net sq. ft.	\$16,150	\$8,500
Hall A, B, Or C	\$8,075 vs 12%	N/A	\$6,950 or \$.25 net sq. ft.	\$8,075 or \$.29 net sq. ft.	\$8,075	\$4,250
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,900 vs 12%	N/A	\$1,650 or \$.25 net sq. ft.	\$1,900 or \$.29 net sq. ft.	\$1,900	\$1,250
Meeting Rooms Grand Gallery Individual	\$725 vs 12%	N/A	\$725 or \$.25 net sq. ft.	\$725 or \$.29 net sq. ft.	\$725	\$725
Ballroom	\$7,100 vs 12%	N/A	\$6,100 or \$.25 net sq. ft.	\$7,100 or \$.29 net sq. ft.	\$7,100	\$4,300
Ballroom A,B,C-D	\$2,450 vs 12%	N/A	\$2,350 or \$.25 net sq. ft.	\$2,450 or \$.29 net sq. ft.	\$2,450	\$2,000
Ballroom C or D	\$1,600 vs 12%	N/A	\$1,550 or \$.25 net sq. ft.	\$1,600 or \$.29 net sq. ft.	\$1,600	\$1,500
River Overlook Meeting Rooms	\$725 vs 12%	N/A	\$725 per day	\$725 per day	\$725	\$725
Board Room	N/A	N/A	\$775 per day	\$775 per day	\$775	\$775
Monroe Meeting Rooms A-D	\$1,500 vs 12%	N/A	\$1,450 per day	\$1,500 per day	\$1,500	\$1,450
Monroe Meeting Room B, C, or D	N/A	N/A	\$625 per day	\$625 per day	\$625	\$625
Recital Hall or Monroe Meeting Room A	\$1,075 vs 12%	N/A	\$1,075 per day	\$1,075 per day	\$1,075	\$1,075

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

## ROOM RENTAL RATES

FY 2025 (July 1, 2024 – June 30, 2025)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$4,000 vs 12%	\$4,000/1 <sup>st</sup> Performance \$2,000/2 <sup>nd</sup> Performance	N/A	N/A	\$4,500	N/A
DeVos Hall (Fri-Sat)	\$4,500 vs 12%	\$4,500/1 <sup>st</sup> Performance \$2,250/2 <sup>nd</sup> Performance	N/A	N/A	\$5,000	N/A
Hall A-C	\$24,750 vs 12%	N/A	\$21,375 or \$.25 net sq. ft.	\$24,750 or \$.29 net sq. ft.	\$24,750	\$13,050
Hall A-B or B-C	\$16,550 vs 12%	N/A	\$14,250 or \$.25 net sq. ft.	\$16,500 or \$.29 net sq. ft.	\$16,500	\$8,700
Hall A, B, Or C	\$8,250 vs 12%	N/A	\$7,125 or \$.25 net sq. ft.	\$8,250 or \$.29 net sq. ft.	\$8,250	\$4,350
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,950 vs 12%	N/A	\$1,700 or \$.25 net sq. ft.	\$1,950 or \$.29 net sq. ft.	\$1,950	\$1,300
Meeting Rooms Grand Gallery Individual	\$750 vs 12%	N/A	\$750 or \$.25 net sq. ft.	\$750 or \$.29 net sq. ft.	\$750	\$750
Ballroom	\$7,250 vs 12%	N/A	\$6,250 or \$.25 net sq. ft.	\$7,250 or \$.29 net sq. ft.	\$7,250	\$4,400
Ballroom A,B,C-D	\$2,500 vs 12%	N/A	\$2,400 or \$.25 net sq. ft.	\$2,500 or \$.29 net sq. ft.	\$2,500	\$2,050
Ballroom C or D	\$1,650 vs 12%	N/A	\$1,600 or \$.25 net sq. ft.	\$1,650 or \$.29 net sq. ft.	\$1,650	\$1,550
River Overlook Meeting Rooms	\$750 vs 12%	N/A	\$750 per day	\$750 per day	\$750	\$750
Board Room	N/A	N/A	\$800 per day	\$800 per day	\$800	\$800
Monroe Meeting Rooms A-D	\$1,550 vs 12%	N/A	\$1,500 per day	\$1,550 per day	\$1,550	\$1,500
Monroe Meeting Room B, C, or D	N/A	N/A	\$650 per day	\$650 per day	\$650	\$650
Recital Hall or Monroe Meeting Room A	\$1,125 vs 12%	N/A	\$1,125 per day	\$1,125 per day	\$1,125	\$1,125

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

## ROOM RENTAL RATES

FY 2026 (July 1, 2025 – June 30, 2026)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$4,100 vs 12%	\$4,100/1 <sup>st</sup> Performance \$2,050/2 <sup>nd</sup> Performance	N/A	N/A	\$4,100	N/A
DeVos Hall (Fri-Sat)	\$4,600 vs 12%	\$4,600/1 <sup>st</sup> Performance \$2,300/2 <sup>nd</sup> Performance	N/A	N/A	\$5,100	N/A
Hall A-C	\$25,275 vs 12%	N/A	\$21,900 or \$.25 net sq. ft.	\$25,275 or \$.29 net sq. ft.	\$25,275	\$13,350
Hall A-B or B-C	\$16,900 vs 12%	N/A	\$14,600 or \$.25 net sq. ft.	\$16,900 or \$.29 net sq. ft.	\$16,900	\$8,900
Hall A, B, Or C	\$8,425 vs 12%	N/A	\$7,300 or \$.25 net sq. ft.	\$8,425 or \$.29 net sq. ft.	\$8,425	\$4,450
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$2,000 vs 12%	N/A	\$1,750 or \$.25 net sq. ft.	\$2,000 or \$.29 net sq. ft.	\$2,000	\$1,325
Meeting Rooms Grand Gallery Individual	\$775 vs 12%	N/A	\$775 or \$.25 net sq. ft.	\$775 or \$.29 net sq. ft.	\$775	\$775
Ballroom	\$7,400 vs 12%	N/A	\$6,400 or \$.25 net sq. ft.	\$7,400 or \$.29 net sq. ft.	\$7,400	\$4,500
Ballroom A, B, C-D	\$2,550 vs 12%	N/A	\$2,450 or \$.25 net sq. ft.	\$2,550 or \$.29 net sq. ft.	\$2,550	\$2,100
Ballroom C or D	\$1,700 vs 12%	N/A	\$1,650 or \$.25 net sq. ft.	\$1,700 or \$.29 net sq. ft.	\$1,700	\$1,600
River Overlook Meeting Rooms	\$775 vs 12%	N/A	\$775 per day	\$775 per day	\$775	\$775
Board Room	N/A	N/A	\$825 per day	\$825 per day	\$825	\$825
Monroe Meeting Rooms A-D	\$1,600 vs 12%	N/A	\$1,550 per day	\$1,600 per day	\$1,600	\$1,550
Monroe Meeting Room B, C, or D	N/A	N/A	\$675 per day	\$675 per day	\$675	\$675
Recital Hall or Monroe Meeting Room A	\$1,150 vs 12%	N/A	\$1,150 per day	\$1,150 per day	\$1,150	\$1,150

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

## Memorandum

To: CAA Board and Committees  
From: Susan Waddell, Administrative Manager  
Date: June 1, 2021  
Re: SVOG (Shuttered Venue Operators Grant) Program Update

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The SVOG program was established by the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, which was passed December 2020, and amended by the American Rescue Plan Act, signed into law March 11, 2021. This program was created to specifically help venues such as performing arts organizations, music venues, and movie theatres, to name a few, that have been shuttered due to the COVID-19 pandemic. The program included over \$16 billion in grants to shuttered venues, to be administered by SBA's Office of Disaster Assistance. Eligible applicants qualified for grants equal to 45% of their gross earned revenue, with the maximum amount available for a single grant award of \$10 million. Eligible entities must have been in operation as of June 29, 2020, and included: live venue operators or promoters, theatrical producers, live performing arts organization operators, museum operators, motion picture theater operators, and talent representatives.

Those entities that have suffered the greatest economic loss were the first applications processed under the following schedule:

**First priority:** *May 26 through June 9 - First 14 days of award disbursements.* Entities that suffered a 90% or greater gross revenue loss between April 2020 through December 2020 due to the COVID-19 pandemic.

**Second priority:** *June 10 through June 24.* Entities that suffered a 70% or greater gross revenue loss between April 2020 through December 2020 due to the COVID-19 pandemic.

**Third priority:** *June 25 forward - 28 days after first and second priority disbursements are made.* Entities that suffered a 25% or greater earned revenue loss between one quarter of 2019 and the corresponding quarter of 2020. Government entities are included in this third priority group.

Applications are manually processed on a first come, first processed basis within priority periods. The grant portal to submit applications was scheduled to open on April 8, but technical issues delayed the process for two weeks as the SBA resolved the problems. According to the SBA, 17,356 applications were received in the first 24 hours of the portal's reopening. The CAA submitted its grant application on May 7, 2021, and the application formula calculated an award of \$8.2 million. Given the number of applications that will be awarded in priority groups one and two, it is possible that grant funds will be depleted before priority three applications are considered. We will keep you advised of all developments.

We extend our deep appreciation to Cheri McConomy, Bob White, and Chris Machuta for their assistance in providing financial information and relevant documentation. A special thank you is extended to ASM Global, and specifically Grant Hall, for initially alerting us to the grant program and for providing technical assistance.