

## REGULAR MEETING

### MINUTES

Thursday, May 5, 2016

The Trustees of the Tulsa County Public Facilities Authority met at the hour of 8:30 a.m. at Expo Square, 3902 East 15<sup>th</sup> Street, Tulsa, Oklahoma in the Culinary Training Center at ExpoSERVE, with the following members present: Chairman, John Smaligo; Karen Keith, Vice Chairman; Ron Peters, Member; Mike Spradling, Secretary; Daryl Woodard, Member. Absent: Thomas G. Hilborne, Jr., Counsel. Others present: Mark Andrus, President/CEO; John Weidman, Acting Counsel; Teresa Clayton, Deputy Secretary. A copy of the Agenda was posted in the lobby of the Ray Jordan Tulsa County Administration Building on May 2, 2016 at 3:47 p.m.

The Chairman called the meeting to order at 8:32 a.m.

Moved by Peters, seconded by Keith, to approve the Regular Meeting Minutes of April 7, 2016. Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Discussion of Interim Events Revenue and Expenses

[Spradling entered the meeting at 8:39 am]

Moved by Woodard, seconded by Peters, to receive and file the March 2016 Financial Statements. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Keith, seconded by Peters, to approve Request for Waiver of Soliciting Bids or Quotes & Sole Source Designation for Progressive Specialty Glass Company, Inc. Progressive has the custom Driller Cup mold in place for production (valued at \$11,250), making them the sole supplier. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Spradling, seconded by Peters, to approve Request for Waiver of Soliciting Bids or Quotes & Sole Source Designation for TentCraft. TentCraft is the only company that supplies the Master Tent brand pop-up tents, the pavilion style tents come with wooden counters and have fully customized printable side panels and also have integrated electrical and hard side panels able to withstand up to 45mph wind gusts. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Woodard, seconded by Keith, to approve Request for Waiver of Soliciting Bids or Quotes & Sole Source Designation for Automated Building Systems. ABS is the only company in Oklahoma able to supply programmable controls for the HVAC systems and are the only company in Oklahoma that is authorized by the manufacturer to provide service for the controls. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Keith, seconded by Woodard, to accept proposals received for TSF Hotel Accommodations from Doubletree by Hilton at Warren Place as the primary hotel and Tulsa Marriott Southern Hills as secondary when primary is not able to accommodate all room requests. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Keith, seconded by Spradling, to accept proposal received for TSF Transit System from TranSol Pro, LLC for either one of two options. **Option A for \$171,205** (*dependent upon onsite paid parking*) with one location for weekday/daytime hours and four locations for evening/weekend hours or **Option B for \$157,485**

with four locations just evening/weekend hours. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Peters, seconded by Woodard, to reject all proposals received for TSF Software Development due to proposals exceeding budgetary constraints. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Woodard, seconded by Keith, to accept bid received for TSF T-Shirts from Absolute Graphix for items 1-9 & 11-28. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Keith, seconded by Spradling, to reject all proposals received for Expo Square Street Sweeper due to proposals exceeding budgetary constraints. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Woodard, seconded by Spradling, to approve request for permission to advertise for proposals for the following:

- TSF Software Development
- Expo Square Street Sweeper

Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Peters, seconded by Keith, to approve Facilities Lease Agreements, and Miscellaneous Contracts & Agreements (complete listings in President/CEO's miscellaneous file). Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

Moved by Keith, seconded by Peters, to approve all claims, including payroll, and to ratify all handwritten checks (complete listing in President/CEO's miscellaneous file). Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

President/CEO's Activity Report:

- Meeting scheduled with Tulsa Athletics regarding the old Drillers Stadium – with the Vision passage, they will be moved out by August 31, 2016
- BMX is planned to occupy previous TCHD building and stadium
- Armory Museum meeting with Dan Woodul
- Inn at Expo Square sale pending
- IAFE Spring Management Conference was held in Tulsa April 26-28. On Wednesday the 27<sup>th</sup>, 100+ members spent the afternoon in an emergency preparedness seminar followed by lunch, tour of the fairgrounds and dinner at Expo Square
- Meeting set with Paul Zachary and others to discuss Vision monies and Expo Improvements
- Currently just under 100 working security cameras onsite at Expo Square with approximately an additional 50 planned
- Meeting with Sheriff Regalado to discuss security during the fair

Chairs Report: No Report

Moved by Peters, seconded by Keith, to adjourn the meeting. Spradling, yes; Peters, yes; Keith, yes; Woodard, yes; Smaligo, yes. Motion carried.

The Chair adjourned the meeting at 9:34 a.m.