

## REGULAR MEETING

### MINUTES

Thursday, September 19, 2019

The Trustees of the Tulsa County Public Facilities Authority met at the hour of 8:30 a.m. at the Armory Conference Center, 3902 East 15<sup>th</sup> Street with the following members present: Stan Sallee, Chairman; Daryl Woodard, Vice Chairman; Mike Spradling, Secretary; Ron Peters, Member; Karen Keith, Member. Others present: Mark Andrus, President/CEO; Melissa Westfall, Counsel; Teresa Talley, Deputy Secretary. A copy of the Agenda was posted on September 16, 2019 at 3:37 p.m.

The Chairman called the meeting to order at 8:33 a.m.

Moved by Woodard, seconded by Keith, to approve Regular Meeting Minutes of August 29, 2019. Woodard, yes; Keith, yes; Spradling, yes; Peters, yes; Sallee, yes. Motion carried.

Moved by Woodard, seconded by Keith, to approve the Partial Release and Assignment with Travelers Casualty and Surety Company of America under Policy No. 040-LB-107024781 and authorize execution by Chairman Sallee. Woodard, yes; Keith, yes; Spradling, yes; Peters, yes; Sallee, yes. Motion carried.

Moved by Spradling, seconded by Peters, to approve Fair Meadows Import Agreements (complete listings in President/CEO's miscellaneous file). Woodard, yes; Keith, yes; Spradling, yes; Peters, yes; Sallee, yes. Motion carried.

Moved by Woodard, seconded by Peters, to approve 2019 Tulsa State Fair Lease Agreements (complete listings in President/CEO's miscellaneous file). Woodard, yes; Keith, yes; Spradling, yes; Peters, yes; Sallee, yes. Motion carried.

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

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

President/CEO's Activity Report –

- NAME arrived on the grounds this past Tuesday which added 8 days of set-up from the previous carnival
- Expo had 20 security cameras in 2015 and now we are at 260
- Expo cuts approximately 1300 checks for the Fair

- Special Meeting scheduled for Monday, September 23<sup>rd</sup> for two contracts relating to the Fair (Auditors & Clover)
- Revenue breakdown during the Fair consists of the following:
  1. 25% of inside concessions
  2. 20% of outside concessions
  3. No percentage from booths other than just space rental
- Medical services have changed from EMSA to off-duty Tulsa Fire Dept.; EMSA will still transport if needed – savings of over \$80K
- Shuttle changes will consist of only two locations; Nathan Hale HS & Promenade Mall running from Thursday through Sunday both weeks of the Fair
- Improvements – 15<sup>th</sup> & Yale demo

Chairman's Report – He and his family appreciates all the support received and the flowers that were sent by Expo in memory of his Mother, Delores Sallee.

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

The Chair adjourned the meeting at 8:52 a.m.