

MINUTES

HOUSTON FIRST CORPORATION

**HOTEL COMMITTEE MEETING
FEBRUARY 14, 2018 – 3:00 P.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 77010
HFC BOARD ROOM**

The Hotel Committee of Houston First Corporation (the "Corporation" or "HFC"), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV'T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas, 77010, on Wednesday, February 14, 2018, commencing at 3:00 p.m.

Written notice of the meeting including the date, hour, place and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.

The following Committee members participated in the meeting: David Solomon, (Chair), Katy Caldwell, (Vice-Chair), David Minberg, and George DeMontrond.

The Chairman of the Committee called the meeting to order at 3:04 p.m. and a quorum was established.

1. **Public Comments.** None.
2. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the minutes of October 14, 2017 were approved as presented.
3. **Updates.**
 - A. **General Manager.** Jacques d'Rovencourt provided a brief update on the 2017 budget.
 - B. **COO Report.** Peter McStravick updated the Committee on the status of the progress of the Hilton-Americas Hotel Guest Room Conversion Agreement.
4. **Committee Business.**
 - A. **Accepting and recommending the Houston First Procurement Officer's selection regarding the lowest responsible bidder for the Hilton Americas-Houston Hotel Guestroom Conversion project.** The Committee discussed accepting and recommending the Houston First Procurement Officer's selection regarding the lowest responsible bidder for the Hilton Americas-Houston Hotel Guestroom Conversion project. Following discussion on this item, a motion was made and duly

seconded to accept the negotiation and finalization of a Hotel Guestroom Conversion Agreement with Gadberry Construction Company.

5. **Adjournment.** The meeting was adjourned at 4:06 p.m.