

AGENDA

HOUSTON FIRST CORPORATION

HOTEL COMMITTEE MEETING
June 29, 2023 – 2:00 P.M.

George R. Brown Convention Center, 3rd Floor Executive Board Room
1001 Avenida de las Americas
Houston, Texas 77010

HOTEL COMMITTEE MEMBERS:

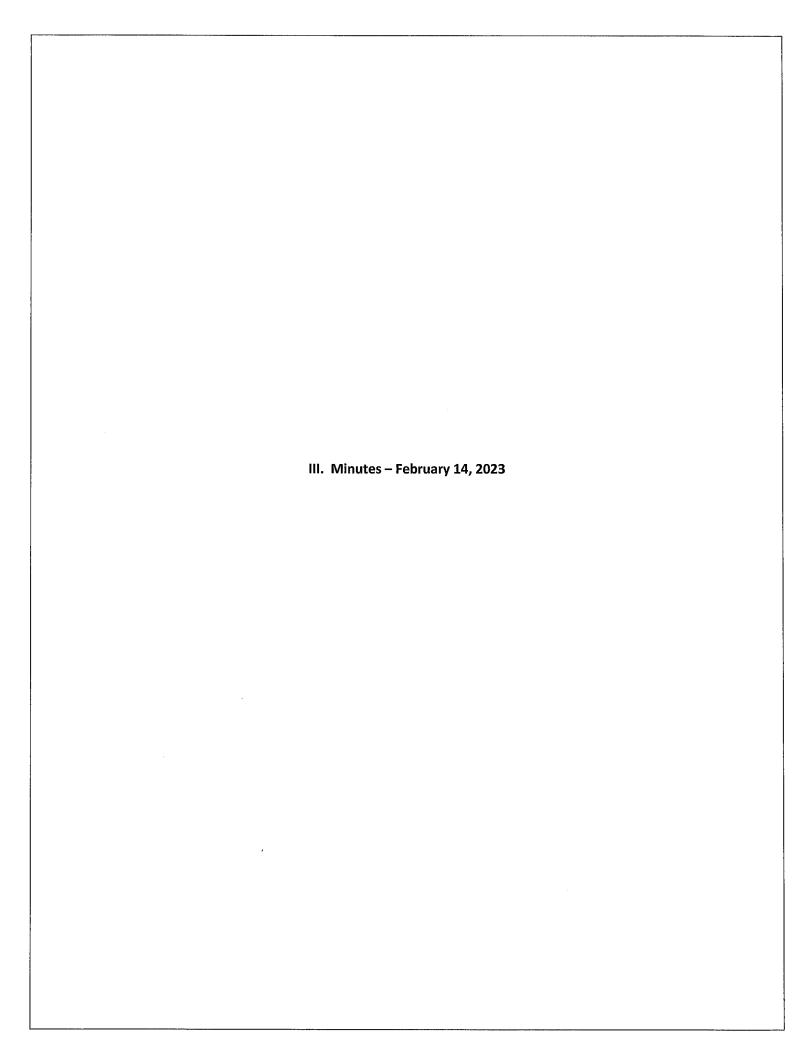
Nicki Keenan (Chair), Ryan Martin (Vice-Chair), George DeMontrond, David Mincberg, Paul Puente

In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby. The Agenda is also available online at https://www.houstonfirst.com.

To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.

Any questions regarding this Agenda, or requests for special needs assistance, should be directed to Lisa K. Hargrove, General Counsel, by phone at 713.853.8965 or by email at <u>Lisa.Hargrove@houstonfirst.com</u>

- I. Call to Order
- II. Public Comments
- III. Minutes February 14, 2023
- IV. Presentations, Reports, and Updates
 - A. Hilton Americas-Houston General Manager Report
 - B. Hilton Americas-Houston Commercial Service and Culture Report
- V. Adjourn





MINUTES

HOUSTON FIRST CORPORATION

JOINT MEETING OF
HOTEL COMMITTEE AND BENEFITS, COMPENSATION & FINANCE
COMMITTEE February 14, 2023 – 8:00 A.M.
Partnership Tower, 701 Avenida de /as Americas,
Suite 200 Houston, Texas 77010
HOUSTON FIRST BOARDROOM

The Hotel Committee ("Committee") and the Benefits, Compensation, and Finance Committee ("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 joint meeting at Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas 77010 on, Tuesday, February 14, 2023, at 8:00 a.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 Benefits, Compensation, and Finance Committee Members were present for the meeting: Alex Brennan-Martin (Chair), Jay Zeidman (Vice-Chair), Sofia Adrogué, John Johnson, and Ryan Martin.

The following Hotel Committee Members were present for the meeting: Nicki Keenan (Chair), Ryan Martin (Vice-Chair), George DeMontrond, and Paul Puente.

I. <u>Call to Order</u>. Nicki Keenan called the Hotel Committee meeting to order at 8:04 a.m. with a quorum present.

Alex Brennan-Martin called the Benefits, Compensation, and Finance Committee meeting to order at 8:05 a.m. with a quorum present.

- II. Public Comments. None
- III. Review and approval of minutes from prior meeting. Following a motion duly seconded, the minutes for the November 1, 2022, Hotel Committee Meeting were approved as presented.

Following a motion duly seconded, the minutes for the November 9, 2022, Benefits, Compensation, and Finance Committee Meeting were approved as presented. John Johnson was absent from the vote.

IV. Committee Business

A. Consideration and possible recommendation to acquire a loan from Equitable Financial Life Insurance Company for the Hilton Americas-Houston Hotel secured by a deed of trust lien against the Hilton-Americas Houston Hotel and Avenida South Garage.

Frank Wilson, Chief Financial Officer, stated that management has worked on refinancing a \$125 million loan with AIG to achieve a lower interest rate. According to Mr. Wilson, the Federal Reserve started raising interest rates in March of 2022, totaling a 4.5% increase in rates as of January 2023, and the current loan rate is 7.57%. He explained that Mike Melody, Walker Dunlop, evaluated fifteen insurers/vendors to assist with refinancing. The best refinancing option is with Equitable Financial Life Insurance Company, which offers a seven-year refinancing plan. The financing package includes a fixed seven-year loan with a 6.44% interest rate and would allow for prepayment flexibility.

Stephen Jacobs, Locke Lord LLP, reviewed the loan-related resolutions. He explained that the loan amount would be \$126,500,000 to cover closing costs and that Houston First Holdings LLC would be the borrower. The loan will be secured solely by the Hilton Americas-Houston Hotel and Avenida South Garage and that HFC does not maintain direct liability.

Following a motion duly seconded by Hotel Committee Members, Committee Members unanimously passed a resolution to acquire a loan from Equitable Financial Life Insurance Company for the Hilton Americas-Houston Hotel secured by a deed of trust lien against the Hilton Americas-Houston Hotel and Avenida South Garage.

Following a motion duly seconded by Benefits, Compensation, and Finance Committee Members, Committee Members unanimously passed a resolution to acquire a loan from Equitable Financial Life Insurance Company for the Hilton Americas-Houston Hotel secured by a deed of trust lien against the Hilton-Americas Houston Hotel and Avenida South Garage.

B. Consideration and possible recommendation of additional Design Services with Gensler and the issuance of a new job order with Chamberlin Houston, LLC for the Hilton Americas-Houston Hotel Roof Overlay Project and a waterproofing project for the Hilton Americas-Houston Hotel's loading dock.

Jacques D'rovencourt, General Manager of the Hilton Americas-Houston Hotel, reported that the sixth-floor roof overlay work concluded at the end of 2022. However, further work is needed, including installing a roof overlay covering floors 8, 20, 18E, and 25W and resealing the loading dock floors. Mr. D'rovencourt also emphasized the importance of continuing with Gensler and Chamberlin Houston, LLC for continuity and quality. Chamberlin met its 25% diversity goal for last year's project, and there will also be a new 25% diversity goal for this phase. FM Global Properties Insurance provider will inspect the sixth-floor roof overlay soon, and Mr. D'Rovencourt is hopeful for a reduction in property insurance cost after the inspection.

Mr. D'rovencourt further explained that resealing and waterproofing work is needed for six bays of the Hotel's loading dock because the sealant in these bays is weathered

and deteriorated, and the flooring is original. The expected work bays would include four receiving bays, one composting bay, and one compacting bay.

Following a motion duly seconded by Hotel Committee Members, Committee Members unanimously passed a resolution for additional Design Services with Gensler and issued a new job order with Chamberlin Houston, LLC for the Hilton Americas-Houston Hotel Roof Overlay Project and a waterproofing project for the Hotel's loading dock.

Following a motion duly seconded by Benefits, Compensation, and Finance Committee Members, Committee Members unanimously passed a resolution for additional Design Services with Gensler and issued a new job order with Chamberlin Houston, LLC for the Hilton Americas-Houston Hotel Roof Overlay Project and a waterproofing project for the Hotel's loading dock.

V. <u>Presentations, Reports, and Updates</u>

A. Financial Report

Mr. Wilson informed Committee Members that the third PPP loan for Hilton payroll expenses was forgiven in mid-December 2022. He also indicated significant revenue variances, including the Hilton Americas-Houston Hotel's Net Cash of \$1,775,000, which is 47.6% better than expected, and that the GRB Food and Beverage maintained a Net Cash of \$795,895, which is 40.5% better than expected. Theater District Parking was also better than budget by \$59,415.

Mr. Wilson explained that expenses were well-managed, which was illustrated by how GRB Food and Beverage is over budget by \$495,587, a windfall of 36.5% caused by the strength of GRB's F&B revenue and in connection with the hiring of a new Human Resources director for the Levy team.

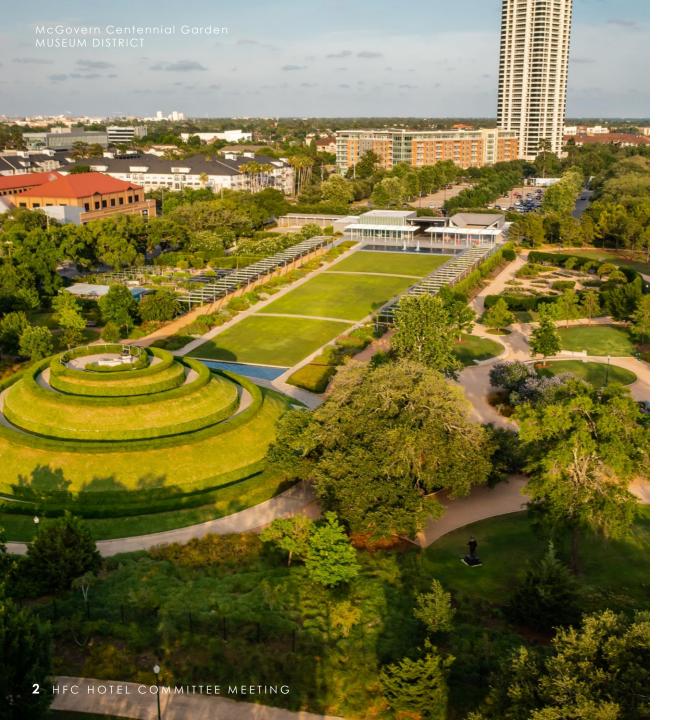
VI. Adjourn. The Hotel Committee and the Benefits, Compensation, and Finance Committee adjourned at 8:46 a.m.

Houstonfirst.

HOUSTON FIRST CORPORATION

HOTEL COMMITTEE MEETING





PUBLIC COMMENTS

Anyone who wishes to address the Committee during the Public Comment session may do so by signing up on the Public Comment sign-in sheet at the front of the room.

HFC HOTEL COMMITTEE MEETING

June 29, 2023



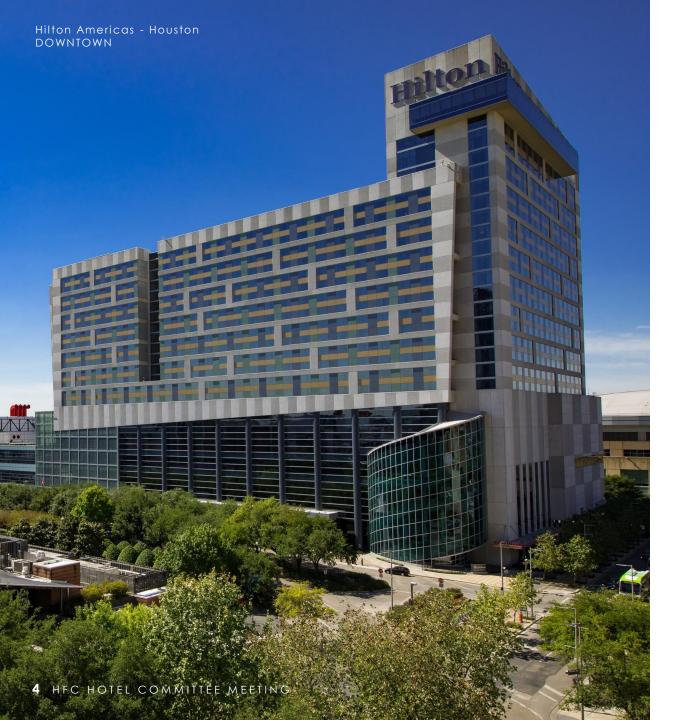


MINUTES

February 14, 2023

HFC HOTEL COMMITTEE MEETING
June 29, 2023





COMMITTEE UPDATE

- A. Hilton Americas-Houston General Manager Report.
- B. Hilton Americas-Houston Commercial Service and Culture Report.

PRESENTER

JACQUES D'ROVENCOURT

General Manager, Hilton Americas-Houston Hotel

HFC HOTEL COMMITTEE MEETING

June 29, 2023



PERFORMANCE UPDATES

PERFORMANCE UPDATES

Revenues		MAY YTD 2023 Actual	MAY YTD 2023 Budget	Actual vs 202 Iget Variance
Rooms	\$	26,713,331	\$ 26,403,148	\$ 310,184
Food & Beverage	\$	21,938,221	\$ 18,136,170	\$ 3,802,051
Other	\$ <u></u>	5,153,508	\$ 4,684,246	\$ 469,262
Total Revenues	\$	53,805,060	\$ 49,223,563	\$ 4,581,497
Expenses				
Rooms	\$	5,269,104	\$ 4,682,645	\$ 586,460
Food and Beverage	\$	10,321,606	\$ 9,072,708	\$ 1,248,898
Undistributed Operating Expenses	\$	9,164,008	\$ 9,399,947	\$ (235,939)
Other	\$	1,247,825	\$ 1,315,496	\$ (67,671)
Total Expenses	\$	26,002,543	\$ 24,470,795	\$ 1,531,747
EBITDA	\$	27,802,517	\$ 24,752,768	\$ 3,049,749
Management Fees				
Base	\$	246,661	\$ 246,343	\$ 318
Subordinated	\$	533,103	\$ 532,416	\$ 687
Rent, Prop Tax and Insurance	\$	1,269,873	\$ 1,267,971	\$ 1,902
Other Non-EBITDA Expense	\$	195,616	\$ 30,283	\$ 165,333
Net Interest (Income)/Expense	\$	(174,535)	\$ (3,827)	\$ (170,708)
	\$	2,070,717	\$ 2,073,186	\$ (2,468)
Net Income	\$	25,757,027	\$ 22,679,582	\$ 3,077,445
Occupancy		63.4%	63.3%	0.1%
Average Rate		\$231.18	\$228.97	\$2.21
RevPAR		\$146.57	\$144.87	\$1.70

^{*}Projections are as of May 31, 2023 and are subject to economic climate and changes.

PERFORMANCE UPDATES

_		2023 Forecast		2023 Budget		orecast vs 202 get Variance
Revenues	•		•			
Rooms	\$	57,990,977	\$	57,531,978	\$	458,999
Food & Beverage	\$	40,488,302	\$	37,081,540	\$	3,406,762
Other	\$ \$	11,003,446	\$	10,415,828	\$	<u>587,618</u>
Total Revenues	\$	109,482,725	\$	105,029,347	\$	4,453,379
Expenses						
Rooms	\$	12,202,724	\$	11,437,068	\$	765,656
Food and Beverage	\$	20,592,557	\$	19,272,199	\$ \$	1,320,358
Undistributed Operating Expenses	\$			22,735,962	\$ \$	
		22,297,581	\$			(438,381)
Other	\$	<u> 2,978,449</u>	<u>\$</u>	<u>3,114,956</u>	<u>\$</u>	(136,506)
Total Expenses	\$	58,071,311	\$	56,560,184	\$	1,511,128
EBITDA	\$	51,411,414	\$	48,469,163	\$	2,942,251
Management Fees						
Base	\$	591,986	\$	591,223	\$	762
Subordinated	\$	1,279,449	\$	1,277,799	\$	1,650
Rent, Prop Tax and Insurance	\$	3,184,115	\$	3,184,813	\$	(698)
Other Non-EBITDA Expense	\$	254,681	\$	72,681	\$	182,000
Net Interest (Income)/Expense	\$	(335,535)	\$	(8,182)	\$	(327,353)
, , , , , , , , , , , , , , , , , , , ,	\$	4,974,695	\$	5,118,334	\$	(143,639)
Net Income	\$	46,461,946	\$	42 250 920	\$	2 111 117
Net income	Ф	40,401,940	Ф	43,350,829	Φ	3,111,117
Occupancy		61.3%		61.2%		0.2%
Average Rate		\$214.59		\$213.51		\$1.08
RevPAR		\$131.63		\$130.59		\$1.04

^{*}Projections are as of May 31, 2023 and are subject to economic climate and changes.

PERFORMANCE UPDATES

Revenues		Total Year 2023 Forecast	Total Year 2019 Budget	3 Forecast vs 2019 actual Variance
Rooms	\$	57,990,977	\$ 54,264,610	\$ 3,726,367
Food & Beverage	\$	40,488,302	\$ 36,846,758	\$ 3,641,544
Other	\$ \$	11,003,446	\$ 7,794,762	\$ 3,208,684
Total Revenues	\$	109,482,725	\$ 98,906,130	\$ 10,576,595
Expenses				
Rooms	\$	12,202,724	\$ 13,141,057	\$ (938,333)
Food and Beverage	\$	20,592,557	\$ 20,654,035	\$ (61,478)
Undistributed Operating Expenses	\$	22,297,581	\$ 21,789,993	\$ 507,588
Other	<u>\$</u>	<u>2,978,449</u>	\$ <u>2,747,420</u>	\$ <u>231,029</u>
Total Expenses	\$	58,071,311	\$ 58,332,505	\$ (261,194)
EBITDA	\$	51,411,414	\$ 40,573,625	\$ 10,837,789
Management Fees				
Base	\$	591,986	\$ 727,167	\$ (135,181)
Subordinated	\$	1,279,449	\$ 1,571,610	\$ (292, 162)
Rent, Prop Tax and Insurance	\$	3,184,115	\$ 2,044,621	\$ 1,139,494
Other Non-EBITDA Expense	\$	254,681	\$ 264,728	\$ (10,047)
Net Interest (Income)/Expense	\$	(335,535)	\$ (90,032)	\$ (245,503)
	\$	4,974,695	\$ 4,518,094	\$ 456,601
Net Income	\$	46,461,946	\$ 36,054,736	\$ 10,407,210
Occupancy		61.3%	64.3%	-2.9%
Average Rate		\$214.59	\$191.65	\$22.95
RevPAR		\$131.63	\$123.17	\$8.46

^{*}Projections are as of May 31, 2023 and are subject to economic climate and changes.

STRSMITH TRAVEL RESEARCH

STAR MAY YTD VS COMP SET

MAY 2023						
	Occi	upancy ('	%)	F	RevPAR	
	My Prop	Comp Set	Index (MPI)	My Prop	Comp Set	Index (RGI)
Current Month	58.1	53.9	107.9	126.35	124.32	101.6
Year To Date	63.4	59.0	107.5	146.57	139.29	105.2
Running 3 Month	64.3	60.5	106.3	153.38	147.35	104.1
Running 12 Month	57.0	55.9	101.9	125.29	124.65	100.5

• 2019 YTD RPI Rank: 4 of 7

2021 YTD RPI Rank: 4 of 7

2022 YTD RPI Rank: 3 of 7

2023 YTD RPI Rank: 3 of 7

Hotel	Rooms
Hyatt Regency Houston	955
C. Baldwin, Curio Collection by Hilton	354
Tribute Portfolio Magnolia Hotel Houston	314
Westin Houston Downtown	200
Embassy Suites by Hilton Houston Downtown	262
Marriott Marquis Houston	1000

GROUP SALES & MARKETING

2023 DEFINITE BUSINESS – QUARTER 3

July	Room Nights
Natl. Federation of the Blind	6,629
Natl. Technical Investigators Assoc.	3,227
Intl. Assoc. of Heat & Frost Insulators	2,200
THSCA	1,815
Am. Assoc. Physicists in Medicine	3,250
Archdiocese Galveston- Houston	1,049
Phi Beta Sigma	1,000
National Urban League	6,780

August	Room Nights
Assoc. of Diabetes Care & Educ. Specialists (Overflow)	958
Frasernet Power Networking Conference	466
Natl. Assoc. of Real Estate Brokers	2,378
Anime Matsuri	1,601
Walmart / Sam's Club	3,629
AAPG IMAGE	1,425
Best Friends Animal (Overflow)	824

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September	Room Nights
Quark Matter	2,850
soho	1,844
Intl. Soc. For Cell & Gene Therapy	579
True Value	2,338
JNJ (Pharma)	626
Turbo Machinery	0.105
Symposium & Tradeshow	2,195
Breakbulk	836

2023 DEFINITE BUSINESS – QUARTER 4

October	Room Nights
Best Buy	2,480
Rodan + Fields	2,944
Bristol Myers Squib (Pharma)	2,168
Quilts (Oct/Nov)	4,138
I-Cryo	663
Baker Tilly Tax Academy	1,630

November	Room Nights
TX Assoc. of Health Plans	655
Science Teachers Assoc. of TX	1,807
UTA OSHA Oil & Gas Conf.	1,140
Kerala Hindus of North America	1,280
Faster Fleet Conference	1,179

December	Room Nights
Tax Act Texas Bowl	776
ENCORE Championships	1,000
Eli Lily Obesity Launch (Pharma)	1,908

Booking position as of June 23, 2023 for 2023

2023 Group rooms on the books: 157,518

Three-year position:

• 2022 for 2022: 124,691

• 2021 for 2021: 69,166

• 2019 for 2019: 163,392

Booking position as of June 23, 2023 for 2024

2024 Group rooms on the books: 106,681

Three-year position:

• 2022 for 2023: 107,010

• 2021 for 2022: 111,660

• 2020 for 2021: 125,434

Booking position as of June 23, 2023 for 2025

2025 Group rooms on the books: 55,297

Three-year position:

• 2022 for 2024: 77,649

• 2021 for 2023: 85,134

• 2020 for 2022: 103,775

Booking position as of June 23, 2023 for 2026

2026 Group rooms on the books: 46,552

Three-year position:

• 2022 for 2025: 35,542

• 2021 for 2024: 68,475

• 2020 for 2023: 71,037

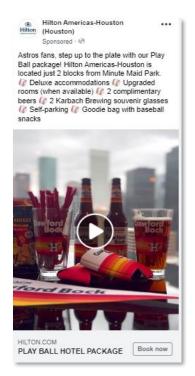
MARKETING & MEDIA HIGHLIGHTS

SOCIAL MEDIA & PARTNERSHIPS

Influencer: partnered with @sarahpappas (98K followers) to promote our Play Ball package this baseball season

Partnership: hosted a Vino Vinyasa class (6/3) – yoga and wine on the Skyline Terrace





TRADITIONAL MEDIA

PR **Jan-May**: 313,732,393 Total UVPM (Unique Visitors Per Month)

Houston Life TV Segments: ComicPalooza & Pride Month specials



BRAND.COM & OTA

5/15: Pick Your Perks email campaign sent

6/16: Upgraded to OHW Complex

Participating in Expedia-Houston Co-Op: Apr - Jul (301 RN, 56:1 ROAS thru 5/16)





Come explore your Houston.

There's always something to do in this Southern hospitality meets urban city.



Unlock Your Exclusive Group Perks

experience with exclusive nerks in the heart of downton Houston. Book 250+ room nights on peak during the available dates by September 30, 2023 and enjoy an

- Complimentary site visit for four room nights with breakfast & parking (based on availability)

- 20% Discount on A/V with Encore Exclusivity Complimentary internet in guest rooms

In addition to these benefits, enjoy access to our world class amenities, such as on-site restaurants, Skyline Spa, 24-hour fitness center, and infinity-edge pool perfect for unwinding after a long day of meetings. View the available

CULTURE

SERVICE SCORES – MAY AND YTD 2023

	MAY	YTD	VS. LY YTD +/-
Overall Experience:	73.1	72.4	+7.1
Overall Service:	79.5	78.2	+7.6
Cleanliness of Guest Room:	82.8	80.4	+5.7
Feel Welcomed:	93.3	91.6	+1.7

REPUTATION INDEX – YTD 2023



^{*}By default, this chart uses STR comp set. If there is no STR comp set defined. It will automatically use nearby rivals.

REVIEW SITE INDEX TABLE

% Positive Reviews (%5)			% Positive Reviews (%5) - Year Ago		
Your Selection	Competitor - Combined %	Review Site Index	Your Selection	Competitor - Combined %	Review Site Index
74.61	62.33	119.70	74.19	65.14	113.90

AWARD OF EXCELLENCE







AWARD OF EXCELLENCE 2011 - 2022

Houstonfirst